VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
DECEMBER 2, 2010
8:30-10:00 AM ➤ DAC MPR

MEETING NOTES

Attendance: Erika Endrijonas, Dave Fuhrmann, Clare Geisen, Iris Ingram, Sue Johnson, Dave Keebler, Ed Knudson, Bill Pearce, Patricia Parham

1. Review Minutes of 11/11/2010
    Bill requested a decision on moving forward with the student primary college as was discussed at the last meeting. It was agreed to move forward.
    Dave shared that D2L is available for training as discussed at the last meeting. Dave will confirm with them today and circulate the information to everyone.

2. Remote Access/VPN – Requests from colleges for holiday remote access
    The registrars have requested remote access during the holiday break. Dave suggested that district issued computers be used instead of personal home computers, and that there are technical issues that would need to be worked through to insure security. Sue said that this request should be taken to Cabinet.

3. Project Definition
    Dave Keebler presented a project development process that emphasizes collaboration and cross resources. VC is beginning to use this process for project planning. The process was discussed at length. Erika requested that the handout document be emailed to the group. Dave Fuhrmann presented the project summary form that is currently being used. The template will be emailed to the group. Dave Keebler suggested that there be a standing agenda item for projects.

4. Other Business
    - The Distance Learning Task Force will be meeting again in January. Dave will send a list of the members to the EVPs for review and possible changes.

    - There is an Equipment Check Out form that has been used in the past and it will be made available.

5. Next Meeting
    The next meeting will be January 6, 2011.