



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

OCTOBER 3, 2013

8:30PM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Anita Morris, Brian Fahnestock, Daniel Seymour, Dave Fuhrmann, Dave Keebler, Erika Endrijonas, Iris Ingram, Lori Bennett, Michael Bush

1. Review Minutes of 08/01/2013
The minutes were approved as presented.
2. Recap of DegreeWorks Meetings
The recent feedback from counselors has been positive. There have been some on-line training sessions offered and training will continue over the next nine months. Dave discussed the possibility of using Argos for reporting purposes. One of the DegreeWorks modules allows the ability to interface with document imaging which would allow transcripts to be uploaded to DegreeWorks.
3. New Orientation System
Dave explained the development background of the orientation system at VC which has been operational for a few months. OC is in the development process and MC is just starting the process. MC has a current orientation system and its process was discussed. In order to be compliant, MC plans to continue to use the existing system for now. The group discussed and agreed that it is desirable to have all three campuses using the same orientation process. Also, it was agreed that a two-step process was desirable, with the initial orientation moving into a student education planning process, using the portal as the vehicle. Erika, Lori, and Dan will meet with counselors to discuss. Dave suggested that Victory and Mike R. be included.
4. Student Wireless Access Authentication – Compliance Requirements
The group discussed and agreed to allow open wireless access in certain campus areas such as the food services areas and libraries. In all other areas, users will be required to log into the wireless using their portal credentials. The need to announce the change to students before implementation was discussed. Testing is beginning at OC now with a wider implementation expected sometime in November. Dave will keep the group updated.
5. New Project List Review
Each item on the list was reviewed and discussed.
6. Updates

- **Self-service transcripts**
This will be presented to the Board for approval in November. It is expected to improve staff efficiency.
- **Mobile Apps**
Testing should begin in approximately two weeks. Dave has requested that student ambassadors assist with testing. Additional students are needed. It is expected that it will be fully implemented by the end of fall semester. The Student Voice is preparing an article on the mobile apps.
- **Document Imaging**
The project is moving forward with the implementation of a Financial Aid module for document checklists. Scanning of transcripts in A&R, and implementation for HR and Finance areas will follow at a later date.
- **APs for Email Retention and Acceptable Use**
Dave attended an annual Education Law Technology Conference. Laws regarding mobile devices were the focus. Language needs to be developed to handle use of personal devices for District business, specifically checking email. Brian and Dave will look into this in more detail and report back.

7. **Other Business**

There was no other business.

8. **Next Meeting**

The next meeting is scheduled for December 5.