Ventura College Full Launch Pilot Project

Online Education Initiative

Tuesday, April 5, 2016

Present Vandana, Andrea, Corey, Arleen, Matt, Celia, Sharon, Mike, Rupinder, Dave,

Minutes

1.   Minutes and Action Items:
   a. Not sure if we will have a backdoor access to Canvas like we do in D2L, <u>any new news?</u> Mike: Mike, still looking on that. Single Sign on is working well though. Successful in Test Environment. Some User IDs are not matching up. Week or two into production. Still multiple log in challenges is complicated since they are not on our server. This may be a long term problem that we will need to address later, in Fall possibly. Ex: primary way to log in is their password part of single sign on. That is the only way to get in. But during periods of maintenance we need to have an alternative approach for getting into the online classes during those possible times.
      i.   **Action:** More discussion on going.
      ii. **Action:** Discussion on how and when to roll out the single sign in. Sharon will create a video for how to do single sign on. Start education of faculty and students. Make transition starting summer.
      iii. **Action:** Hybrid classes can be coded in banner. Mike will check into the question that arose that we can't do this. It could be a room schedule issue instead.
   b. <u>Discussion item:</u> We need a process to alert Data Techs at all 3 campuses about which courses with Canvas vs. D2l. All Data techs have been trained and codes for the difference of D2L and Canvas have been identified.
      i.   **Action:** <u>For exchanage courses how do we go about this for summer and fall.</u> Gwen discussed the course cross listing. How to manage the fall exchange. Discussion took place.
      ii. **Action:** Gwen will follow up on timelines and access to the button to go to exchange to see courses. Or are we to train our counselors to make this possible. Also, how do we manage identity of the exchange student.
      iii. **Action:** Train the trainer would be good for Ashley and Tracie to go through as well as Marc Bowman, with some personalized support from Canvas specifically focused for us. Personalized training will be provided by our canvas training supporter Eddie Sampson. Dave negotiating and covering Cost, will provide more information in upcoming calls.
   c. Sharon Oxford completed this item: Created a list for ITAC on what is exporting and not from the experiences so far.
   d. Sharon set up time with Vandana to get access to white board, and canvas training.
      i.   **Action:** Vandana and Sharon will work on this together and report to group.

e. Corey, Craninium Café updates for counseling. Initial training is now signed up for on Friday's for the next 3 weeks. Secondary training will happen in mid May. Date not determined yet. Action: Get set dates for May second trainer.

f. Do not have Oxnard information on Cranium usage yet.

    i. **Action:** Still pending. Gwen to follow up on more so. Mike reported that Oxnard did attempt to reach out to Cranium. However, Cranium seems to be having some conflict with our Lync system/Skype system. Mike suggested Corey and his team to work with Grant to assure that it can work with Cranium and our Lync. Gwen: Follow up on 3SP data that Mike sent to me to send to them.

g. Do not have final dates on the inclusion of Admissions and Data Techs but should be in late April or May. Ongoing follow-up.

2. Updates:

a. Online Tutoring, Vandana, apportionment. Barbara Illosky, clarified no apportionment for offsite? Need definitions and clarity.

b. Canvas Transition, March class over 25 completed. 10-15 still finishing it up. All three colleges participated. The second class starts with a kick off this Wednesday 5:30 to 6:30. 40 are currently registered. All 3 colleges are participating. All Instructional Technologists are participating in the monitoring and mentoring for the second class. Lots of compliments.

c. MOU for Financial Aid, Wait for next week when Alma returns.

d. MOU for Consortium Agreement, Still, working on it. Mostly a practice round. All is good. Second Round should have more

e. Online Counseling

    i. Progress on use of Cranium Café, dates determined?

f. Weekly OEI News Letter

    i. OEI at large updates , see recent newsletter. Main topic to note is viewing the Cranium Café at the upcoming SPOC meeting. See newsletter sent to you on April 4, for details. Or contact Gwen for details.

3. Other items for discussion? None.

4. Agenda items for next meeting? None brought forward.

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Tuesday, April 11, 2016

AGENDA

Updates:
a. Online Tutoring, Vandana, apportionment.
   i. **Action:** Need definitions and clarity. Vandana
b. Canvas Transition, Matt and Sharon
c. MOU for Financial Aid, Alma
d. MOU for Consortium Agreement,
e. Online Counseling, Corey and Gwen
f. Weekly OEI News Letter Questions?
   i. OEI at large updates , see recent newsletter. Main topic to note is viewing the Cranium Café at the upcoming SPOC meeting. See newsletter sent to you on April 10, for details. Or contact Gwen for details.
ii. Other items for discussion?
iii. Agenda items for next meeting?

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