AGENDA

Title V Cooperative Grant Ventura and Oxnard College

Student Portal Meeting Minutes

May 31, 2011, LRC 114 Ventura Campus

I.   In attendance: Dave Fuhrmann, Mike Rose, Victory Kitamura, Ramiro Sanchez, Erika Endrijonas, Dave Keebler, Victoria Lugo, Karen Engelsen, Susan Bricker, Gwendolyn Lewis Huddleston

II.   Student Portal overall design discussion

    a. Where we are now, Where we want to be: The meeting was somewhat disrupted by the absence of our guest potential consultant. Never the less there was much discussion that needed to take place among this group. The following items were discussed as at the opening.

        i.   Contact Lisa Miller, Dean at Moorpark campus to attend the next meeting and represent Moorpark

        ii. Dave Keebler shared a strategy for viewing our activities. Much of what we wish to do such as orientation videos, distance education orientation and training, etc. can be done so individually. Creating a library of instructive resources to pull from for use on the student portal and in other capacities. As such, project that are being developed such as a student orientation video and test element can move forward and become part of the library.

        iii. The other part of Dave Keebler's comments is about the portal overall look, feel, and access. This is not a separate listing in a library of items. This is, however, a part of an already planned for development by the district. There are changes already in the works for the portal and for banner access to information that are developing as part of the ongoing technology goals of the district. The consultant we hire will work within the plans while researching, designing, and advising us in improving our ability to assist students in their access to the portal as well as increase ease of access to the portal elements for students. Some discussion was held about the current state of plans regarding these areas.

        iv. The group viewed some sites for students at other like colleges (Saddleback, Santa Barbara City College) to discuss items that student service representatives have proposed as quality examples.

    b. Priorities and phases for development

We will move forward on list of student services videos and development of distance education self evaluation and orientation for students. These items will be part of the library sited above. See list of student services items at end of these minutes for examples of current portal library project ideas.

Continue with upcoming meetings regarding the upgrades to Banner, and the Portal using the current committees already established at the district. These include the Luminous Group, and the Distance Education District wide committee. Continue with current plans such as Degree Works which is due to be implemented in Fall 2012.

Meet with the potential consultant on August 8, 9:30 a.m. at Ventura College in the LRC 114 conference room.

Phases and development will be revisited once we hire the consultant and get their proposal for the phases and development timeline. The consultant will work with our IT team to create a timeline that is agreeable to all parties. Mike Rose will be a lead contact between the consultant and district technology group.

The group reviewed the list of current requests for the student portal enhancements, added some items, and offered some prioritization ideas. See the list below regarding this discussion.

III.   Proposal outline and timeline
    a.   This will be presented at a later date by the consultant.

What we have on the portal now:

☐   students access their distance education classes via the portal,

☐   see their financial aid status information,

☐   enroll in classes

☐   create a calendar about their classes, and study time, etc. Calendar not linked to any uses though, like warnings being sent to their smart phones, etc.

☐   See their unofficial transcripts.

☐   Receive news or flags about various things on the campus

☐   Link to outside news information

☐   Link to surveys we may conduct regarding students

First priorities:

- Make the portal more interesting looking for students – all encompassing.
- New Student Orientation created, plus find way to track data on students using this tool (stand alone for portal library)
- Distance Education Self Assessment and Orientation created. Create a separate online orientation for distance education classes, plus find way to track data on students using this tool (stand alone for portal library)
- Improve financial aid warnings and alerts. Integrate with banner, early alert, this is a DCSL integration.
- Academic Progress: Positive or Negative, feedback on student status, notice to students about their improvement when they are on academic probation
- Create interactive maps (stand alone for portal library)
  - Have maps be linked to mobile phones
- Link book store purchasing to student schedule – integrate
- Update student when books are available – integrate
- Parking passes available for purchase via the portal
- Overall mobile access
- Ease of retrieving passwords, Students lose their passwords often; find a way to automate this through the portal.

Second priorities:

- Make the calendar more active and automatically populating their course schedule into the calendar (active is to help develop students calendars so tests and quizzes or project due dates are listed and send them reminder warnings preferably to their smart phones as well as flags on their portal)
- Make the portal a bit more customizable like face book
- Link to a number of videos that we have developed or will be developing such as: on study skills, library use, etc.
- Library orientation with data feedback
- Access online tutoring
- Create a sign up for counseling, where students can make an appointment and explain what their needs are. This will streamline our counseling services which are highly impacted.

- Create a welcome message/video, for new to college students. (stand alone portal library)

- Create a welcome back for returning students. (stand alone portal library)
- Assistance for students that are on probation or suffering early alert warnings. Where there is an electronic checking in.
- Postings for various FAQ's with links to videos and more detailed answers (stand alone portal library)
- Links to modules of software that help students with remedial writing and math challenges

- Detailed information on How to avoid plagiarism, MLA and APA style guides plus short and sweet guides such as power points although hopefully more interesting looking (stand alone portal library)

- Self assessment modules such as Learning Styles, Study Skills, Time management (stand alone portal library)
- Just in time information, pull outs from our catalog that are searchable to answer student questions.
- Education program brochures, prospective job market, sample education master plans for each major, interactive calculators, time assessment for completion of degrees, estimated costs for completing degrees
- Career Café – online through state and linked to Department of Labor
- Alumni Tab
- Parents Tab
- Samples of student works

Video and interactive portal library/stand alone projects currently being requested for development. This work is not limited to the student portal project but is also a part of the outreach development and student services reengineering portion of the grant. Stand alone items may be used at individual colleges as opposed to the full district student portal. I'm sharing these with all now because some of you may have comments regarding these that could be of help.

Student Services Task Forces Video Ideas Requests:

1. CAMPUS SHORTS

"street" fast short "skateboard video" style

Gwendolyn's comments – We want to do this over the summer. This is an outreach piece and will be an opening segment piece. This is meant to provide an overall look and feel of attending Ventura College. This is a "feel/look/background/in-between" item, not an information piece.

We will get this footage as we shoot the other videos, and will use pieces of the footage throughout the other videos.

2. STUDENT PROFILES:

2.5 minutes featuring a student, and their story at VC

do at least 10 students.

Gwendolyn's comments – We want to do this over the summer. I am interested in having the student services team provide me with a list of students they think might be good. Otherwise, I thought we might refer to students that received scholarships recently from the foundation.

3. VC LIFESTYLE
small inset video- campus and beach, with text overlay outside video box

Gwendolyn's comments – This is more like #1 item and we will be doing this along with all of the videos.

4. 10 REASONS WHY:
Video on 10 reasons why, using 10 students, voiceover, scenic, campus life

Gwendolyn's comments – This one we want to do for showing at the Welcome Center, and putting on to Pirate Soup, etc. In this one we want to work with our student actors. We have already started a conversation with some of our student actors to assist on this. Again this is a summer goal.

5. FACULTY SPOTLIGHTS
this would be faculty (maybe 4 (or more) like Miguel De Agular, Bill Hendrix, Jen Chi Wu...Lucy, Bob porter: Learning Communities, Mayo DeLeRocha Chicano Studies, runs MASA

student club) where the talk about class and then cut to students, examples, music under overriding voice...

Gwendolyn's comments – This work will need to be done in the Fall semester and will most likely take into the Spring semester when the faculty are back on campus. Still we will be collecting footage throughout the summer as well. This one I will work with the videographer and writer on. We need to tell a good story with this one. I don't want to limit it to 4 faculty. We want faculty highlighted from most if not all of our programs. These will all be part of the bigger library of resources that individual department/programs could use for outreach as well as to be included in the highlight/overall videos about the college mentioned earlier. The welcome center can use the interviews of the folks from various programs as they work with students that are pursuing their major choice.

6. WELCOME- ORIENTATION VIDEO:

Guidelines on being a successful student. LRC resources.

Gwendolyn's comments – This is a summer goal. This is one I want to work with the writer and the videographer on. This will take a team effort with multiple folks and resources. This will be played in the Welcome Center and is also expected to be used for the student portal.

7. DISTANCE ED VIDEO:

When and why

Gwendolyn's comments – This one we will probably save to do in Fall as our summer goals are quite extensive. Still we will put a small amount of information into the orientation element when it is appropriate. Appropriate because we still need to develop the Distance Education self assessment, and orientation for students which is a fall semester project. So one thing at a time.