

Ventura College Full Launch Pilot Project

Online Education Initiative

Tuesday, April 26, 2016

Minutes

- i. Welcome and Review Minutes and discuss Action Item updates.

Present: Mike, Patty, John, Gwen, Corey, Marc, Matt, Sharon, Arlene, Celia, Alma

Minutes review: We followed up on most items through this call. Marc did send canvas flagged sections for summer and fall, all seems to be set up correctly,

Action item: Gwen needs to follow up with other campuses for joining the call. Gwen will resend minutes from previous week.

- ii. SIS Updates: New news, Mike Rose, single sign on will turn on Morning of May 20th, that work is going well. Mike investigating real time enrollment and the feasibility of a fall start on that. Reached out to other colleges to see if they have had success with that. Marc and Mike had meeting with the OEI Techs. They are moving quickly on the OEI adaptor for registering for OEI classes. This is breaking new ground. Time line is aggressive but it is now ready for installation and testing. In May we will be testing it for our Banner installation. This will allow the OEI exchange to reach into our Banner for student information. If it finds them recorded then they can help them register for our courses, if not they will be instructed to apply. But it will allow us to guide students in real time. There is an admin component, setting the seats etc. This is for building the exchange courses.
- iii. **Action Item: Gwen will have one of her administrative support team schedule a meeting prior to May 9. Mike and Gwen will work with data techs and catalog/schedule elements made aware prior to the May 9 meeting. Invitees, Data Techs: Nan, Kimberly Hoffman, Celia, Rupinder, VP Student Services, Pat Ewins, Counseling, Patti, Corey,**
- iv. Online Tutoring Updates: Vendana not present.
- v. Financial Aid Updates: Alma reported no updates at this time. Yesterday's email still waiting for Dept. of Ed responses. Wednesday the list of questions will be resent for verification.
- vi. Report on Canvas adoption? Dave update us later. Where does the contract stand?
- vii. Course statistics for the training course. Matt reported 40% of current course students are on time in completing the course. Plan to send certificates from March class this week. No training class in May, June has 5 people already in it.

- viii. Discussion on class seat allowances for Fall OEI exchange courses. Still staying at 5 seats per class offered in OEI.
- ix. Update on summer canvas courses and reporting to Data Techs. Marc updated us on the process, courses are tagged properly. All is well.
- x. Update on current Canvas courses, Instructors are reporting no news, no news is good news at this time. First instructor was observed for evaluation in canvas as well.
- xi. Discuss ADA concerns, Date coming up this week for OEI meeting. Patti will report to us on the progress in the next two weeks. Gwen reported that on Friday's call the canvas team is working at addressing the items that were found in canvas to not be fully meeting ADA compliance. Discussion was held about the individual classes meeting ADA compliance. Gwen reported that a new education trainer is replacing Michele Pilot and that person is working on the course review portion to address this matter.
- xii. Instructional Technologists/Designers meeting on Monday the 25, they met to discuss how to manage and collaborate the shared course. Strategies for managing canvas transition on their campuses. It is important to remember students are going to be in two systems. Stay aware it may not be a problem but keep students in mind. Also, how to use google docs for students and how to train students about thinks. Will share information with other two campuses to alert students that we are using to platforms now. Discussion was had about extending awareness on all 3 campuses DE web sites for students knowledge. Strategizing how to support the transition. Joel Diaz from Oxnard mentioned DE notices going out through email. Admissions office email for distance education students may need modified.

Action Item: Arlene will get us a copy of this for review. Next Tuesday Agenda item.

- xiii. Planning an all-district DE leadership meeting?

Action Item: Follow-up to set a date and time to meet. Shall we expand to include Admissions and Mike.

- xiv. Upcoming implementation team meeting meeting May 9, 8 a.m. to 1 p.m.

- xv. Action Item: Invite Celia, Reininvite all to be held in, LRC 136**

- xvi. Other topics?

Counselling starts Friday, and next week. It was postponed for awhile.
Follow up with the conference ID and the Phone number is not showing, Sharon fixed while we spoke.