OXNARD COLLEGE
DISTANCE ED COMMITTEE

MINUTES
FOR THE
MEETING OF THE DISTANCE ED COMMITTEE
March 1, 2012

2:30 P.M. in the LS Conference Room

Members Present
Teresa Bonham, Dean Marji Price, Bret Black, Bola King-Rushing, Elissa Caruth, Candice Moss and Ishita Edwards

Welcome/Announcements – The meeting was called to order at 2:35 pm. Candice announced that she is working with Erica from VC on online training materials.

Review of the Minutes – Reviewed and approved the minutes from the February, 2 2012 meeting.

Agenda Items
Action Items

1. Reviewed and approved of the following DE Appendices: (on sharepoint) GEOL R101, MATH R115, and Math R105. CAOT R001 and CAOT R198 A were both discussed and suggestions were made, but the author has pulled both appendices.

2. New DE proposals
   a. Discuss any new proposal/qualification forms—None

3. DE training opportunities
   a. Discuss money and four applications. The committee agreed to award training money to the following faculty: Becca Porter, Ana Maria Valle, Robert Cabral, Alexandra Zuromski, Della Newlow, Elissa Caruth, Kitty Merrill. Candice informed the group that she knows of three other faculty who may also be interested in the funding. Teresa sent an email to all who were awarded money.
Discussion Items

4. Distance Ed plan—Marji presented the idea of dividing up the different sections of the WASC Accreditation Standards for Distance Ed. Marji distributed a list to the group of possible assignments for group members. The group decided to accept the following assignments: Marji and Chris would be the content experts for mission and purposes; Teresa and Bret would be the content experts for governance and academic oversight and academic rigor; Candice and Bola would be the content experts for assessment and evaluation of effectiveness and appropriately qualified and supported faculty; Emma, Elissa and Kitty would be the content experts on effective student and academic service and infrastructure/resources to support and expand online learning; and Ishita and Diane would be the content experts on academic integrity. The group members will focus on their assigned content area and they will read the material in the WASC document this semester and by the fall of 2012, they will be responsible for understanding the content and thus they will be an expert. In the fall, the group will resume creating a comprehensive distance ed plan that addresses the WASC guidelines and OC’s mission statement.

5. The question was asked about the VHS tapes in the library that are being converted to DVD and if faculty can have the VHS tapes for their offices.

6. The group wants to invite Steve Hall to a DEC meeting for DE information for the new contract.

7. There was a lengthy discussion about maintaining online teaching standards for all currently approved online teaching faculty. At the end of the discussion, the group decided that the best way to ensure high-quality teaching standards is by reminding deans about the distance education section in faculty evaluations. The distance education committee is not going to take away instructor’s qualification once officially qualified to teach online. A dean has the ability to evaluate faculty and a dean has the ability to offer or not offer online courses to faculty.

8. The technology committee will be a new standing item on the DEC agenda.

9. High-T –high-t schedule was discussed and set out to all OC users.

The meeting was adjourned.
EXPECTED OUTCOMES

- A venue for the College community to discuss planning and resources related to issues involving distance education delivery, enhancement, and student success in the distance education environment.
- A completed Distance Education Plan.
- Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems in regard to distance education delivery.
- A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems in regard to distance education.
- A source of information to the college campus for professional development training for faculty teaching distance education, and for programs and projects that support students' development and success in distance education.

Meeting Schedule

9/1
10/6
11/3
12/1
2/2
3/1
4/5
5/3