OXNARD COLLEGE
DISTANCE ED COMMITTEE

MINUTES
FOR THE
MEETING OF THE DISTANCE ED
COMMITTEE
September 1, 2011

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

Members Present
Teresa Bonham, Dean Marji Price, Christiane Mainzer, Diane Eberhardy, Elissa Caruth, Bret Bart, Kitty Merrill and Israel Celis-guest (rep from ASG)

Welcome/Announcements – The meeting was called to order at 2:33pm.

Review of the Minutes – Reviewed and approved the minutes from the May 5, 2011 meeting

Agenda Items
1. There were no new appendices to review

2. Faculty Distance Qualification Form – members present reviewed and made suggested changes to the FACULTY DISTANCE EDUCATION QUALIFICATION FORM after having read the first application submitted this past summer from an adjunct faculty in Political Science. There was discussion on clarifying the “Accessibility” portion of the form: “Please check all methods of instruction you intend to employ in your course, which might need to be made accessible to students with disabilities.” This feedback will be discussed with Bola.

3. Committee members present confirmed the “HiT(technology) Workshops” that have been scheduled for this semester in the Faculty Resource Center. The interesting topics should draw very good attendance.

4. The three goals for the OC Distance Education Plan were reviewed for minor editing changes. Everyone present was in agreement with the draft that Teresa had presented to the committee.
5. Teresa reported on the DE training opportunities through AT1 and shared a list of scheduled Online Courses available this semester for preparing Online Teaching. Still waiting for announcement from Academic Senate President Robert Cabral regarding monies available to put 5 new instructors through this training program.

6. Dean Marji reported on the DE workshops that she attended this past July at the Curriculum Conference. At the conference there was a lot of discussion on how community colleges in the state will have to be legally approved to teach online courses to out of state students. There will be more information to follow as California colleges continue dialogue on this subject. Large private, for profit companies like University of Phoenix are already certified to teach online classes to the rest of the world.

7. Chris discussed that there are a few science faculty who wish to use the online packages provided by their textbook publisher, which offers a hybrid course of quizzes, assignments and discussions that would be graded by the publisher’s web management system. What impact would this have on students required to “pay to take a test” in their class? There will be further dialogue in upcoming committee meetings.

Meeting Adjourned at 4:04pm

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**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**

(PLEASE REVISE TO ACCURATELY REFLECT MEETING DATES OF THE DISTANCE ED COMMITTEE)

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