



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Jessica Kuang (Chair), Ashley Chelonis, Jerry Lulejian, Cecilia Milan, Shannon Newby, Mati Sanchez, Scott Wolf

Absent: Art Sandford (Co-Chair), Alan Ainsworth, Hank Bouma, Ishita Edwards, Ron McClurkin

Guests: None

Meeting Date: **5/4/2017** Approval of Minutes from: **4/6/2017** Recorded By: **Krista Mendelsohn**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

	ACTION		
I.	Call to Order & Welcome	I, AT	J. Kuang called the meeting to order at 2:10 p.m. and declared a quorum present. The following proxies were announced: Jerry Lulejian for Hank Bouma, Scott Wolf for Ishita Edwards.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: add Discussion Item: Committee Accomplishments for 2016-17. S. Wolf moved to accept the agenda as amended, J. Lulejian seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the April 6, 2017 Minutes: correct Hank Bouma, and “web-enhanced”. S. Wolf moved to accept the March 2, 2017 minutes as amended, S. Newby seconded, and the motion carried unanimously.
IV.	Distance Learning Appendices Approval	I, D, AT	ACCT R104 – Accounting Ethics Changes Needed: correct “asynchronous” x 3. Regular effective contact without comma. “and student interaction. Methods...” ADS R113A – Co-Occurring Disorders I Changes Needed: correct “asynchronous” x 3. Regular effective contact without comma. “and student interaction. Methods...” ADS R113B – Co-Occurring Disorders II

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V.	Distance Learning Appendix Consent Agenda	I	None
VI.	Faculty Distance Education Endorsement (Canvas)	I, AT	<p>The following employees have received training in updated best practices in online education and course design in Canvas:</p> <p>Bret Black – Math Marlene Dean – Math Gaylene McPherson – English</p>

			<p>Kathy Spencer – Digital Media Studies</p> <p>J. Lulejian moved to endorse the listed faculty for Distance Education instruction in Canvas, M. Sanchez seconded, and the motion carried unanimously.</p>
VII.	Recommendation to recognize Jessica Kuang as the Oxnard College OER Representative	I, D, AT	<p>S. Wolf moved to recognize Jessica Kuang as the Oxnard College OER Representative, M. Sanchez seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
VIII.	Committee Accomplishments for 2016-17	I, D, AN	<p>The committee listed its accomplishments for 2016-17: successful DE Summit; approved DE Handbook; DE Plan draft outline – discussion began; OER statewide liaison selected; 41 faculty members trained in Online Education & Canvas; departmental meetings and trainings regarding the transition to Canvas and roll-out strategies; # of approved DL Appendices; moving toward using standard approved Methods of Instruction language for all DL appendices; moving DL appendix into CurricUNET; Committee PD: sharing best practices through faculty presentations; presentation by Cynthia Herrera and discussion re. online vs. hybrid course data; Proctorio online presentation with ethical and legal discussion that followed; Nathan presented on Smartthinking. *Krista will create a document with this information to present to the Curriculum Committee on May 10.</p>
IX.	Canvas Update	I, D	<p>A. Chelonis requested that she be alerted if any groups or faculty members are unclear or uninformed about the transition to Canvas and how to download or save information from D2L. Any instructor who does not currently use D2L may not know about this. IT will have access to D2L data in case students have concerns in the future. Ashley will give a D2L data download demo at the next Academic Senate meeting.</p> <p>At the District-wide DE Advisory Committee, Dave Fuhrmann shared that the district has a pocket of money to bring in Canvas trainers during PD/Flex week in fall. Instructional Technologists also requested the district funding to pay for tools that integrate with Canvas, such as Proctorio.</p>

X.	Instructional Technology Advisory Committee (ITAC) Report	I, D	<p>After the summer transition to Canvas, we will have access to the D2L Data but the request must go through the district IT dept.</p> <p>Web enhancing was discussed. There is a web enhanced code in Banner, but it does not appear in the online schedule of classes. The DEC is unsure if web enhanced is a useful identifier.</p> <p>VC strongly advised that MC not pursue applying to become an OEI school due to issues and difficulties that VC has encountered as an OEI pilot college.</p> <p>MC is creating a certificate that uses OER completely.</p> <p>Discussion took place regarding merging online course shells vs. teaching extra-large online courses. Ashley is requesting that she maintain the ability to merge course shells via requests from individual faculty members.</p>
XI.	State Senate OER Task Force Report	I, D	<p>J. Kuang shared that the OER label was intended to put pressure on the textbook publishing companies to reduce prices, not to put pressure on individual instructors. The OER charge includes “high quality.” Some items can never be free, such as safety goggles or calculators. <i>Open</i> is the emphasized word in OER. Jessica waited for the quality in MyOpenMath to be high enough for her to feel comfortable using it, and she recommends other disciplines do the same. Try OER with one course or one section first. Deans are responsible for evaluating instructors regularly, including their online teaching.</p>
XII.	District-wide DE Professional Development funds	I, D	<p>The district has \$20,000 to provide DE-related PD opportunities.</p>
XIII.	Distance Education Committee Webpage	I, AN	<p>Ashley started building new webpages related to the transfer to Canvas because the district’s page is not up and running yet. *Krista will add agendas and minutes to the webpage.</p>
XIV.	Distance Learning Appendix form on CurricUNET	I, D, AN	<p>K. Mendelsohn shared the new Distance Learning Appendix page in CurricUNET. Feedback from the committee: Change CCCConfer to ConferNow. Check boxes for hybrid or 100% online or both. Boilerplate methods of instruction text, followed by text box to give examples. Add asterisk to Other.</p>

			<p>*Krista will email boilerplate language from most recently approved DL Appendices to DEC for input.</p> <p>Discussion took place regarding requesting that the Curriculum Committee review the appendices for courses in the context of reviewing the rest of the course outline.</p>
XV.	Distance Education Plan brainstorm	I, D	DEC members added to the existing Working Document on Distance Education Plan ideas that Shannon Newby will share with the Academic Senate and SPSC.
XVI.	New Business/Public Comment	I, D	Discussion took place on how best to handle students plagiarizing in online courses, especially how students are being reprimanded differently, e.g. failing the course vs. receiving a reprimand letter.
XVII.	Next Meeting	I	The next meeting is scheduled to take place on September 7, 2017 at 2:00 pm in the LS Conference Room.
XVIII	Adjournment	AT	J. Kuang adjourned the meeting at 4:18 pm.