



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Jessica Kuang (Chair), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Ishita Edwards, Jerry Lulejian, Cecilia Milan, Shannon Newby, Mati Sanchez, Scott Wolf

Absent: Alan Ainsworth, Ron McClurkin

Guests: Elissa Caruth, Dave Fuhrmann, Chris Renbarger

Meeting Date: **2/2/2017** Approval of Minutes from: **12/1/2016** Recorded By: **Krista Mendelsohn**

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

	ACTION		
I.	Call to Order & Welcome	I, AT	A. Sandford called the meeting to order at 2:03 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. S. Wolf moved to accept the agenda as presented, I. Edwards seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the Dec. 1, 2016 Minutes: none. I. Edwards moved to accept the Dec. 1, 2016 minutes as presented, S. Wolf seconded, and the motion carried unanimously.
IV.	Distance Learning Course Presenter	I, D	Elissa Caruth shared her ENGL R096 Intermediate Composition hybrid course and her ENGL R102 Critical Thinking online course (and outline attachment). On her Canvas home page, she created a content page that she changes weekly to replace the D2L News widget. She calls her students Scholars, and promotes scholarships from the OC Foundation. She archives each weekly home page in Announcements, with the title "Pages: Weekly Announcement from Prof. C." Assignments: include links to all the things students should be reading within each assignment. Put everything in a numbered list. Elissa does not video chat with students in order to set clear boundaries. Help Central link leads to a page of SS links. Course Syllabus: teach students to scroll down, use

			links instead of too much text.
V.	Distance Learning Appendices Approval	I, D, AT	<p>GEOL R103L – Introduction to Oceanography Lab</p> <p>Changes Needed: none.</p> <p>MST R103L – Introduction to Oceanography Lab</p> <p>Changes Needed: none.</p> <p>MUS R116 – History of Rock Music</p> <p>Changes Needed: delete a.k.a. study guides.</p> <p>S. Newby moved to approve the appendices, I. Edwards seconded, and the motion carried unanimously.</p>
VI.	Distance Learning Appendix Consent Agenda	I	None
VII.	Faculty Distance Education Endorsement (Canvas)	I, D, AT	<p>The following employees have received training in updated best practices in online education and course design in Canvas:</p> <p>Stephanie Mutz – Biology Patrick Newton – English Carey Smith – Mathematics Peggy Smith – English</p> <p>Discussion took place regarding communicating the change from D2L to Canvas.</p> <p>M. Sanchez moved to endorse the listed faculty for Distance Education instruction in Canvas, H. Bouma seconded, and the motion carried unanimously.</p>
VIII.	Second Reading: Distance Education Handbook	I, D, AT	<p>The committee reviewed the handbook, and made cosmetic revisions. The Handbook will appear as a first reading item on the Feb. 8 Curriculum Committee meeting agenda, with proposed final approval at the Feb. 22 Curriculum Committee meeting.</p> <p>I. Edwards moved to approve the Distance Education Handbook for Second Reading, H. Bouma seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		

IX.	Transition from D2L to Canvas	I, D	<p>A. Faculty access to D2L course shells post-transition</p> <p>B. Important Accountability Lesson from City College of San Francisco</p> <p>Dave Fuhrmann, Associate Vice Chancellor of IT, shared that 49% of our current online courses are being provided in Canvas (see pdf). The VCCCD license with D2L ends on July 15, 2017. Dave suggested that we start the summer session in Canvas, although theoretically the first four-week summer session ends before June 30. We do not know what will happen with D2L access after July 15. We need to keep access to student data for seven years for grade disputes, audits, etc., so Dave is asking D2L how that will work. Plan B is Dave's student worker is exporting all course shells from the last years. Plan C is to reverse engineer the database in order to access data from past years.</p> <p>Moorpark College started distributing 'Countdown to Canvas' reminder emails, which the whole district will begin receiving. An option will be available for faculty to unsubscribe from the reminder emails.</p> <p>CCSF had lax procedures for student data storage, and there were no data saved for online labs. We have procedures that are more stringent in the VCCCD.</p> <p>Faculty members are taking the time to update their courses as not all of the content and formatting are transferring perfectly from D2L to Canvas. Ashley is the point person at OC for all questions and concerns. There is a Canvas 24/7 toll free number for Oxnard College only.</p> <p>Cecilia requested that OC faculty vote for Canvas to improve the letters and symbols in Spanish.</p>
X.	Strategic Planning Steering Committee representative	I, D	<p>Chris Renbarger shared that OC will be creating a Strategic Plan via the SPSC. Chris is the classified chair, the faculty chair is Amy Edwards, and the Administrator chair is Cynthia Herrera. The committee's timeline is January – feedback from OC community, Feb – feedback from external stakeholders via a charrette, March – start writing. Chris requested an additional DEC rep on the</p>

			<p>committee. Please email Chris if you are interested.</p> <p>The DEC will be writing a DE Strategic Plan, which will tie in to the OC Strategic Plan.</p>
XI.	DE Summit Update	I, D	<p>Art Sandford – DE Summit on Feb. 24! Planning is coming together well. Art gave an overview of the day. The final agenda and program will be distributed as soon as possible.</p> <p>A. Volunteer Sign Ups – Art will send around a volunteer sign-up sheet.</p>
XII.	Distance Education Plan Update	I	Art Sandford share that we will be writing one.
XIII.	Publisher Content Overuse	I	Postponed
XIV.	Open Educational Resources (OER) Conference report	I, D	<p>Ashley Chelonis and Art Sandford shared on their experiences at the OER conference they attended. It was an eye opener for Art. OER refers to high quality, peer-reviewed online free textbooks and other resources. These resources can be found at cccoer.org. By January 1, 2018, state law will require that every course that uses OER materials must be marked as such in the online schedule. OER materials are free.</p>
XV.	Distance Education Committee Webpage	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the webpages.
XVI.	Distance Learning Appendix form on CurricUNET	I, AN	* K. Mendelsohn will create the DL Appendix in CurricUNET to eliminate the paper process.
XVII.	Canvas Updates	I	The topic was discussed during Item IX. Dave Fuhrmann's report.
XVIII.	Instructional Technology Advisory Committee (ITAC) Report	I	Postponed
XIX.	New Business	I	None
XX.	Next Meeting	I	The next meeting will take place on March 2, 2017 at 2:00 pm in the LS Conference Room.
XXI.	Adjournment	AT	J. Kuang adjourned the meeting at 4:00 pm.