



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Bola King-Rushing (Chair) (via teleconference), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Ishita Edwards, Luis Gonzalez, Jessica Kuang, Jerry Lulejian, Chris Mainzer, Mati Sanchez

Absent: Alan Ainsworth, Robert Cabral, Ron McClurkin, Andres Orozco, Gema Sanchez

Guests: There were no guests

Meeting Date: **3/3/2016** Approval of Minutes from: **2/4/2016** Recorded By: **Laurie Nelson-Nusser**

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 2:15 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: Correct typo in Item V. DMRS R122A. Addition to agenda: ADA Compliance Flex Day activity at Moorpark College – I. Edwards</p> <p>H. Bouma moved to accept the agenda as amended, I. Edwards seconded, and the motion carried unanimously.</p>
III.	Approval of Minutes	I, AT	<p>Corrections to the February 4, 2016 Minutes: none.</p> <p>H. Bouma moved to accept the February 4, 2016 minutes as presented, C. Mainzer seconded, and the motion carried unanimously.</p>
IV.	Distance Learning Course Sharing and Discussion	I, D	Bola King-Rushing – This item was tabled until next month.
V.	Distance Learning Appendices Approval	I, D, AT	<p>CAOT R122 – Microsoft Office Changes Needed: None</p> <p>CAOT R123 – Microsoft Excel Changes Needed: None</p> <p>DMS R120A – Adobe Photoshop I</p>

			<p>Changes Needed: None</p> <p>DMS R121A – Adobe Illustrator I</p> <p>Changes Needed: None</p> <p>DMS R122A – Adobe InDesign I</p> <p>Changes Needed: None</p> <p>DMS R130 – Adobe Acrobat</p> <p>Changes Needed: None</p> <p>DMS R131A – Web Pages with Dreamweaver</p> <p>Changes Needed: None</p> <p>DMS R133 – Cascading Style Sheets (CSS)</p> <p>Changes Needed: None</p> <p>ENGL R111 – Shakespeare</p> <p>Changes Needed: “The CMS provided by the District” (fragment sentence) and “CMS” shall be revised to “LMS.”</p> <p>ENGL R157 – Introduction to Shakespeare for Non-majors</p> <p>Changes Needed: “The CMS provided by the District” (fragment sentence) and “CMS” shall be revised to “LMS.”</p> <p>HIST R110 – History of the Middle East</p> <p>Changes Needed: None</p> <p>C. Mainzer moved to approve the appendices, H. Bouma seconded, and the motion carried. H. Bouma abstained for CAOT R122 and CAOT R123.</p>
VI.	Distance Learning Appendix Consent Agenda	I	None
VII.	Faculty Distance Education Endorsement	I	None
VIII.	Changes to Participatory	I	Tabled until we have Senate language.

	Governance Manual re. DE Committee		
	INFORMATION/DISCUSSION		
IX.	Committee Leadership Discussion	I, D, AN	B. Rushing-King announced he will not be returning to Oxnard College in the fall and will need to nominate a new faculty member for committee chair for the new academic year. Procedures of seating a new chair were discussed. Nominations will be agendized for the April meeting.
X.	District-Wide DE Summit Debrief	I, D	The Distance Education Summit at Ventura College was discussed. The attendees provided an overview of the Summit. D. Fuhrmann, Associate Vice Chancellor of Information Technology, provided a presentation at the event. Best practices were discussed and some attendees thought there would be Canvas training at the event, which was not the case. There was a demonstration provided of Canvas software. Discussion ensued regarding online and hybrid classes. A. Chelonis will be attending a Canvas Train the Trainer event at Orange Coast College this Friday, March 4.
XI.	Distance Learning Appendix form – add examples to checklist	I	This item was tabled for the April meeting. Ashley and Krista will work on this.
XII.	Distance Education Committee Webpage	I, D	A Chelonis has been updating the Distance Ed site and J. Dawald has been working on the eLumen website. A. Chelonis indicated any update suggestions should be sent to her and she will make the changes on the site. There was discussion regarding the Distance Education student letter. Pictures will be added for the committee to the website when available.
XIII.	Instructional Technology Advisory Committee (ITAC) Report	I, D	A Chelonis indicated she forwarded the meeting notes from the last meeting to the DE Committee members for their review. A. Chelonis provided an ITAC report from the last meeting regarding Canvas. L. Gonzalez inquired as to who will be the point person for Canvas and discussion ensued. This is still to be determined as to whether it will be state or campus based. A. Chelonis indicated ITAC is meeting tomorrow.
XIV.	ADA Compliance Flex Day activity at Moorpark College –	I	I. Edwards provided an overview of the ADA Compliance Flex Day presentation at Moorpark

	Ishita Edwards		College, which included presentations regarding ConferNow.org, issues involving visually impaired students and creating of syllabi for them. Accessibility must be provided for DE classes and will require training in Canvas. This flex day activity was recommended for all committee members at future Flex Days.
XV.	New Business	I, AN	Canvas presentation by J. Kuang – 5-10 minutes Distance Education student letter from Registrar – finalize
XVI.	Next meeting	I	The next meeting will be held on April 7, 2016 at 2:15 pm in the Counseling Conference Room.
XVII.	Adjournment	AT	A. Sanford adjourned the meeting at 3:05 pm.