



## DISTANCE EDUCATION COMMITTEE MEETING MINUTES

**Present:** Bola King-Rushing (Co-Chair), Ken Sherwood (Co-Chair), Hank Bouma, Robert Cabral, Ishita Edwards, Jerry Lulejian, Chris Mainzer, Marnie Melendez, Sharon Oxford, Marc Prado

**Absent:** Jessica Kuang, Ron McClurkin, Alessandro Neri, Sylvia Schnopp, Lucy Solomon

**Guests:** None

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Meeting Date: **3/5/2015**      Approval of Minutes from: **2/5/2015**      Recorded By: **Krista Mendelsohn**

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

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### **DISCUSSION/DECISIONS**

	ACTION		
I.	Call to Order & Welcome	I, AT	K. Sherwood called the meeting to order at 2:05 p.m. and declared a quorum present. Chris Mainzer was proxy for Lucy Solomon.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>Agenda was approved as presented.</b>
III.	Approval of Minutes	I, AT	Corrections to the February 5, 2015 Minutes: none.  <b>H. Bouma moved to accept the February 5, 2015 minutes as presented, I. Edwards seconded, and the motion carried unanimously.</b>
IV.	Distance Learning Appendices Approval	I, D, AN, AT	ENGL R103 – Creative Writing  Changes Needed: Last sentence is not a method of instruction, and should be removed.  <b>R. Cabral moved to return the appendix for revision, H. Bouma seconded, and the motion carried unanimously.</b>  HED R104 – Family and Personal Health  Changes Needed: none.  <b>I. Edwards moved to approve the appendix, H. Bouma seconded, and the motion carried unanimously.</b>

			<p>PHIL R100, R104, R108, R110, R111, R112, R114, R189 (written identically)</p> <p>Changes Needed: none.</p> <p><b>H. Bouma moved to approve the appendices, I. Edwards seconded, and the motion carried unanimously.</b></p> <p>PHIL R115 – Comparative World Religions</p> <p>Changes Needed: none.</p> <p>POLS R102, R104, R105</p> <p>Changes Needed: Sentences are very specific and detailed, but ok as they are.</p> <p><b>H. Bouma moved to approve the appendices, I. Edwards seconded, and the motion carried unanimously.</b></p> <p>PSY R101, R102A, R103, R104, R105, R107, R108, R110, R111, R115, R116, R117, R118, R131, R135, R198</p> <p>Changes Needed: none.</p> <p><b>H. Bouma moved to approve the appendices, I. Edwards seconded, and the motion carried unanimously.</b></p>
V.	Faculty Distance Education Approval	I	None
VI.	Response to the OC Curriculum Committee regarding the Online Education Initiative's (OEI) selection of the Canvas CMS	I, D	<p>I. Edwards expressed concern that faculty would need to learn Canvas very soon. K. Sherwood shared that Canvas will be available statewide as a pilot in Spring 2016. E. Caruth wants to be a faculty trainer if she can participate in the pilot and become comfortable with Canvas. Canvas was selected because it was the most student-friendly.</p> <p>VCCCD's D2L contract will be extended for two years to give OC faculty a full year to migrate over from D2L to Canvas. The two programs will run simultaneously for at least a year (2016-17). The procedure for how to become a pilot participant will be discussed at the next ITAC meeting.</p>

VII.	Response to the OC Curriculum Committee regarding the Online Education Initiative's (OEI) Course Design Rubric	I, D, AT, AN	<p>R. Cabral shared a professional development faculty opportunity by @ONE, titled Applying the OEI Course Design Rubric to Your Online Classes. These workshops will take place on March 27 at Foothill College, May 1 at Cerritos, and May 15 at Mt. SAC, and are on-day no-cost events. *Krista will email the details to the DEC.</p> <p>This rubric is for courses to be included in the statewide OEI.</p> <p>OC is poised to offer three years of online student tutoring with Pearson's SmartThinking for all disciplines. The state will be piloting this in the fall, and once they get the kinks ironed out, all CCCs will have access to the statewide online tutoring for a fee.</p>
VIII.	Revision of Distance Learning Appendix form	I, D, AT	<p>A. Course Title/Banner Title</p> <p><b>C. Mainzer moved to add the Course Title to the form, H. Bouma seconded, and the motion carried unanimously.</b></p>
	INFORMATION/DISCUSSION		
IX.	Article 23 of AFT Contract	I, D	<p>Many online-teaching faculty felt that the union negotiators were anti-online learning. The negotiation process was very contentious, and it was a disservice to our online-teaching faculty that they were not well-represented by the AFT. The DEC will give AFT our feedback to better represent distance education in the future.</p> <p>Steve Hall and Jenny Redding will be invited to the DEC meeting again next month.</p>
X.	Report on ITAC/DEC	I	<p>K. Sherwood and S. Oxford shared that most of the discussion at the last ITAC meeting centered on the OEI and Online Tutoring.</p> <p>California plans to sign on to the Statewide Authorization Network. There is no federal regulation yet, so there is not yet a need to get involved. It would be more cost effective to say we do not accept out-of-state students. Once the OEI gets started, it would provide the online courses that any out-of-state students would need.</p> <p>Dave Fuhrmann has agreed to bookmark all large</p>

			documents at the district, such as the college catalogs.
XI.	Distance Education Handbook Progress Report	I, D, AN	<p>*Krista will email Hank's draft handbook, and the examples from other colleges that Ishita gathered.</p> <p>*Hank will gather feedback and ideas.</p>
XII.	Distance Education Committee Webpage	I, D, AN	<p>We have a website, it is out of date, and we need to create a plan of what to do about it. It is not the ISS staff's job to maintain our website. Ken is willing to update the website once the DE Committee chooses the content and layout. Perhaps we could provide links from SharePoint to archived agendas and minutes.</p> <p>The DEC will think about what our website should look like, and what information should be on there.</p> <p>The next OC Drupal Training is in LLRC 101 on March 26 from 2 to 5 pm. Sign up via email to Victory Kitamura.</p>
XIII.	Next meeting	I	The next meeting will be held on April 9, 2015 at 2:00 pm.
XIV.	Adjournment	AT	<b>B. King-Rushing adjourned the meeting at 3:32 pm.</b>