



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

Absent: Alan Ainsworth, Hank Bouma, Jerry Lulejian, Ron McClurkin

Guests: Luis Gonzalez, Chris Mainzer, Nathan Wyckoff

Meeting Date: **4/6/2017** Approval of Minutes from: **3/2/2017** 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 2:04 p.m. and declared a quorum present. The following proxies were announced: Scott Wolf for Hank Bouma.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. S. Wolf moved to accept the agenda as presented, M. Sanchez seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the March 2, 2017 Minutes: none. M. Sanchez moved to accept the March 2, 2017 minutes as presented, I. Edwards seconded, and the motion carried unanimously.
IV.	Distance Learning Appendices Approval	I, D, AT	ENGL R111 – Shakespeare Changes Needed: none. ENGL R127 – Advanced Creative Writing Changes Needed: none. PHIL R100 – Critical Thinking Changes Needed: none. PHIL R107 – Introduction to Logic Changes Needed: none.

			<p>PHIL R108 – World Mythology</p> <p>Changes Needed: use the methods of instruction language from the other PHIL appendices.</p> <p>PHIL R110 – Philosophy of Religion</p> <p>Changes Needed: none.</p> <p>PHIL R111 – Critical Thinking and Analytic Writing</p> <p>Changes Needed: none.</p> <p>I. Edwards moved to approve the appendices pending modifications, C. Milan seconded, and the motion carried unanimously.</p>
V.	Distance Learning Appendix Consent Agenda	I, AT	<p>ENGL R075 – Reading Fundamentals (formerly ENGL R056; approved Spring 2014)</p> <p>ENGL R087 – Basic Composition (formerly ENGL R068; approved Spring 2013)</p> <p>S. Wolf moved to approve the appendices, H. Bouma seconded by proxy, and the motion carried unanimously.</p>
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>Teresa Bonham – English Kevin Course – Auto Technology Thomas Gisel – Chemistry Dianne Frehlich – PE/Health Education Bola King-Rushing – English Jose Maldonado – English Juan Pitones – Sociology Wayne Snyder – CNIT Renee Willers – English</p> <p>S. Newby moved to endorse the listed faculty for Distance Education instruction in Canvas, J. Kuang seconded, and the motion carried unanimously.</p>
VII.	Removal of “Web Enhanced” Designation in Banner	I, D, AT	<p>Discussion took place on removing the “web-enhanced” course designation in Banner. There is no longer D2L Lite option in Canvas. It is expected that there is will be at a minimum a course shell in Canvas with the syllabus posted for each course.</p>

			A. Chelonis moved to recommend the removal of the “web-enhanced” course designation in Banner, S. Wolf seconded, and the motion carried unanimously.
	INFORMATION/DISCUSSION		
VIII.	Canvas Update	I, D, AN	<p>A. Chelonis shared that ITAC discussed that Canvas shells should be made accessible to faculty earlier. Once the Fall schedule is complete, then shells can be released, hopefully in May. Summer shells are already accessible to faculty. Shells are invisible by default to students until the day the course begins, unless the instructor chooses otherwise.</p> <p>Canvas trainings are not yet planned. Dave Fuhrmann may bring Canvas trainers to each college during Professional Development week.</p> <p>We will not be paying \$30,000 annually to have access to D2L. District IT will just have access to the data.</p> <p>*Canvas leads/Dept Chairs – let Ashley know if you want a department Canvas workshop and suggested dates this spring. Ashley can also help each department create on a basic default shell for that department.</p>
IX.	Instructional Technology Advisory Committee (ITAC) Report	I, D	<p>See above. ITAC meets tomorrow, 4/7/2017. Up for discussion will be a web-enhanced courses update and Cranium Café, a pilot online counseling platform. OC will continue to receive free programs and tools, such as Proctorio, because VC is an OEI pilot college. An annual contract with Turnitin was approved by the BOT.</p>
X.	State Senate OER Task Force Report	I, D	<p>J. Kuang distributed an OER handout on the background and creation of a statewide OER Task Force, which is working to identify good quality OER and experts across the disciplines. Jessica would like to be our college representative to the statewide Task Force.</p> <p>S. Wolf shared that he is having a difficult time finding OER in music. S. Newby shared that science lab manuals are not applicable for OER, and the science textbooks have quality issues. XanEdu in our bookstore will search OER materials for you.</p>

XI.	Recommendation to Academic Senate to recognize Jessica Kuang as the Oxnard College OER Representative	I, D	Jessica does not get paid or receive release time as an OER representative. She can provide a short list of resources to faculty who need OER assistance. *Krista will make this an action item in May.
XII.	"Berkeley Will Delete Online Content" article from Inside Higher Ed	I, D	The article was discussed. The take home message is to make sure your online materials are accessible. Contact Nathan Wyckoff in the LLRC or Rick Carnahan in the EAC for assistance.
XIII.	"Online Tutoring Adds Value For Students" article from TechEDge	I, D	N. Wyckoff shared about Pearson's Smartthinking.com, which is built into Canvas already. Pearson can provide a Professional Development week workshop. Smartthinking includes drawing tools and a chat room with a tutor for math and English. Nathan explained the paper submission process. Students can submit a paper to an online tutor, receive answers to questions about the paper's instructions, and request specific feedback from the tutor. Smartthinking tutors spend 45 minutes per paper max on feedback. Stations will be set up in the library pre-linked to Smartthinking. Nathan will also look into teaching basic computer skills via Smartthinking. Pearson is reactive in that they are open to feedback from Nathan, such as resume building for Fire Tech students. Usage of Smartthinking is up 10% from last year. There is also assistance for math in Spanish. Nathan shared about Whiteboard in NetTutor. VC is using NetTutor and is not pleased with the response time. Art Sandford recommends the newsletter available on ccctechedge.org for all DEC members. *Krista will send out link to DEC members.
XIV.	DOE Expedited Final Program Review Determination Letter to CCSF	I, D	A. Sandford summarized the letter to CCSF from the Department of Education. Email interaction needs to be through the LMS in hybrid and online courses.
XV.	NUTN 35 Summit on Open Educational Resources on June 23, 2017	I, D	The National University Technology Network is hosting a Summit on Open Educational Resources (OER) on June 23, 2017 in Dallas, TX. The cost is \$109 for a virtual attendee.
XVI.	Distance Education Committee Webpage	I, D, AN	A. Chelonis shared updates to the webpages that are DE and DE Committee related. Joel Diaz needs to work with the other two reggies to update the language in the Schedule of Classes Oxnard Web Class pop up window. A district-wide Canvas

			instructor resource page is being created. *Krista will add agendas and minutes to the webpage.
XVII.	Distance Learning Appendix form on CurricUNET	I, D	K. Mendelsohn explained the new Distance Learning Appendix page and approval process in CurricUNET. Discussion took place about whether Curriculum Committee could review and approve the DL Appendices, and take that task away from the DEC.
XVIII	New Business/Public Comment	I	None
XIX.	Next Meeting	I	The next meeting will take place on May 4, 2017 at 2:00 pm in the LS Conference Room.
XX.	Adjournment	AT	A. Sanford adjourned the meeting at 3:43 pm.