



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present:

Bola King-Rushing (Chair), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Luis Gonzalez, Jessica Kuang, Jerry Lulejian, Chris Mainzer, Ron McClurkin, Mati Sanchez

Absent:

Alan Ainsworth, Robert Cabral, Ishita Edwards, Andres Orozco, Gema Sanchez

Guests:

Meeting Date: **4/7/2016** Approval of Minutes from: **3/3/2016** 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 2:15 p.m. and declared a quorum present. The following proxies were announced: Jessica Kuang for Ishita Edwards.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. H. Bouma moved to accept the agenda as presented, J. Lulejian seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the March 3, 2016 Minutes: none. H. Bouma moved to accept the March 3, 2016 minutes as presented, J. Lulejian seconded, and the motion carried unanimously.
IV.	Distance Learning Course Sharing and Discussion	I, D	Jessica Kuang distributed a Course Review Checklist handout and presented an overview of Canvas. Canvas has the option to view all of the courses a student is registered in on the same Dashboard. Each course is identified by a unique color. The Calendar feature can be synched with one's Google Calendar. Events and Assignments can be easily created in the Calendar. The Inbox feature can be synched with the school email. The instructor can set up prerequisites, like a quiz, a module, or a post on the discussion board before a student is permitted to enter a new module.

			<p>Jessica showed the difference between the student view and the instructor view. She was able to easily embed MyOpenMath in Canvas for the assignments.</p> <p>The Course Review Checklist helps an instructor make sure their course is ready to be offered in Canvas.</p>
V.	Distance Learning Appendices Approval	I, D, AT	<p>MATH R101 – Mathematics for the Liberal Arts Major</p> <p>Changes Needed: Add “the” to title.</p> <p>SPAN R103 – Intermediate Spanish 1</p> <p>Changes Needed: Correct the Course ID.</p> <p>SPAN R104 – Intermediate Spanish 2</p> <p>Changes Needed: None</p> <p>SPAN R117 – Latin American Literature</p> <p>Changes Needed: None</p> <p>SPAN R118 – Latin American and Spanish Film</p> <p>Changes Needed: Correct the title.</p> <p>SPAN R140 – Spanish for Heritage Speakers 1</p> <p>Changes Needed: None</p> <p>SPAN R141 – Spanish for Heritage Speakers 2</p> <p>Changes Needed: None</p> <p>C. Mainzer moved to approve the appendices, H. Bouma seconded, and the motion carried.</p>
VI.	Faculty Distance Education Endorsement	I, D, AT	<p>Raqota Berger – Psychology, Constantino Lopez – Spanish, Rainer Mack – Art, Scott Wolf – Music</p> <p>H. Bouma moved to endorse the listed faculty for Distance Education instruction, C. Mainzer seconded, and the motion carried unanimously.</p>
VII.	Nomination of Faculty Chair for 2016-17	I, D	<p>The committee discussed nominating Jessica Kuang as Faculty Chair, however she will be gone in Spring 2017. H. Bouma nominated Jessica as</p>

			Faculty Chair for Fall 2016. Jessica will consider, and report back at the May meeting.
VIII.	Election of Faculty Chair for 2016-17	I	No action was taken.
IX.	Distance Education Student Letter from Registrar	I, D	<p>K. Mendelsohn will ask Joel Diaz for the final version of the email, and for details on when the email is sent to the student. Discussion took place about the option for a pop up window on the portal that will alert a student when they are about to register for a hybrid or online course. It may be a better conversation for ITAC.</p> <p>No action was taken.</p>
	INFORMATION/DISCUSSION		
X.	Survey Results from Spring 2016 DE Summit	I, D	The survey results were reviewed, focusing on written comments. The committee agreed that too much content was presented in the morning, and in the future more time should be allowed to share best practices.
XI.	Online Teacher Training Course in Canvas (OTTCC) led by Ventura College	I, D	<p>VC launched a Canvas training last month, which was taken by three or more of our OC instructors. The Instructional Technologists did create the training as a team, as was hoped. So they will all be providing improvements to the training this month. The current training is heavy on best practices, but it does not have enough Canvas training.</p> <p>VC is offering the training again this month, so let Ashely know immediately if you are interested. The training is still VC and OEI-specific and is being improved.</p> <p>The June training date is the goal for offering an improved training experience for faculty. Faculty at MC are incorrectly getting the message that they must receive Canvas training by summer 2016. Let Ashley know if you wish to take the June training. We should advertise this to all DE faculty now.</p> <p>D2L is still allowed and viable for Summer 2016, Fall 2016, and Spring 2017.</p>
XII.	FERPA Regulations for the Online Environment Webinar	I	This item was tabled for the May meeting.
XIII.	Distance Learning Appendix	I, AN	This item was tabled for the May meeting. Ashley

	form – add examples to checklist		and Krista will work on this.
XIV.	Distance Education Committee Webpage	I	This item was tabled for the May meeting.
XV.	Instructional Technology Advisory Committee (ITAC) Report	I	A. Chelonis shared information from the last ITAC meeting.
XVI.	New Business	I	None
XVII.	Next Meeting	I	The final meeting of 2015-16 will be on May 5, 2016 at 2:15 pm in the Counseling Conference Room.
XVIII	Adjournment	AT	A. Sandford adjourned the meeting at 3:20 pm.