



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Elissa Caruth (Co-Chair), Ken Sherwood (Co-Chair), Hank Bouma, Ishita Edwards, Chris Mainzer, Krista Mendelsohn, Marc Prado

Absent: Keenan Kibrick, Jessica Kuang, Evangeline Wilkes

Guests: Kevin Hughes

Meeting Date: **9/5/13** Approval of Minutes from: **4/4/12 & 5/2/12** Recorded By: **Krista Mendelsohn**

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

DISCUSSION/DECISIONS

I.	Welcome & Announcements	I, AT	E. Caruth called the meeting to order at 2:35 p.m. and declared a quorum present.
II.	Review of the Minutes	I, D	Corrections to the April 4, 2013 Minutes: 4a. Title "5" not "V." Corrections to the May 2, 2013 Minutes: 3b. Title "5" not "V."
III.	Action Items		
IIIa.	Approve Minutes	I, AT	E. Caruth called for a motion to accept the minutes as presented. I. Edwards moved to accept, C. Mainzer seconded, and the motion carried unanimously.
IIIb.	DL Appendices to Approve	I, D, AT	ADS R108 – Correct spelling: virtual office hou se hours ; sikis wikis . ADS R111 – Correct spelling: virtual office hou se hours ; sikis wikis . ADS R115 – Correct spelling: virtual office hou se hours ; sikis wikis . Discussion took place about the forms, which invite a copy and paste response. Elissa has 'updating forms' on her list of items to agendize for future meetings. E. Caruth called for a motion to accept the appendices as amended. C. Mainzer moved to accept, I. Edwards seconded, and the motion carried unanimously.

IV.	Discussion Items		
IVa.	Online Drop Advisory DRAFT	I, D	<p>Work began on the Online Drop Advisory Draft and the Regular Effective Contact Draft in Spring 2013. Elissa will resend the drafts to the DEC for review, and asked that comments and revisions be emailed back to her for a fuller discussion during the October meeting.</p> <p>K. Sherwood participated in a recent state-wide DE webinar, in which he learned about the College of the Canyons federal audit that took place two years ago. The audit took place for financial aid purposes, and their Regular Effective Contact was looked at to determine when an online student dropped a class. The feds call it the “last date of attendance.”</p> <p>H. Bouma explained that he receives emails from financial aid asking for a specific date that a student in his online class dropped. Hank uses the weekly discussion feature on D2L, and if a student does not participate during a week, s/he is dropped. K. Sherwood said it would be safer to include such a class policy in the syllabus.</p> <p>M. Prado shared that D2L also has the User Progress Tool to see when students are logging on, in other words, attending. K. Sherwood explained that a student can be dropped for not attending, but not for failing to complete assignments. This creates a grey line for online courses.</p> <p>Discussion took place regarding naming the Online Drop Policy a policy vs. an advisory. K. Sherwood explained that if it is created to meet a state or federal mandate, then it is a policy regardless of what we name it.</p> <p>M. Prado announced an At One Seminar on Sept. 17 on Authenticating Students.</p>
IVb.	Regular Effective Contact DRAFT	I, D	Discussion took place simultaneously on IVa. and IVb. Please see above for details.
IVc.	D2L Student training sessions for Fall	I, D	Fall D2L student training sessions are being taught by C. Mainzer, E. Caruth, and M. Prado. Attendance in E. Caruth’s sessions have been variable. Mati Sanchez has been coordinating the sessions. More students are attending in the beginning of the semester.

			<p>M. Prado, K. Kibrick, and E. Caruth created a 13 minute video for students who are not able to attend a session. Keenan will post the video on the OC website. The video is very general. M. Prado will email the link to all faculty through Linda Kama'ila.</p> <p>E. Caruth will share the PowerPoint slides she prepared for her courses. The slides are very specific for her particular D2L format.</p> <p>K. Hughes suggested using common language for the sessions; orientation vs. training, since these two names imply a more general (orientation) vs. a more specific (training) information session. Kevin suggested compiling a list of FAQs that students ask.</p> <p>M. Prado shared that Lucy Solomon requires all of her online students to attend a training session.</p>
IVd.	Hi-T – revise format, keep, eliminate?	I, D	<p>Hi-Ts are low attended, and petered out last year. E. Caruth suggested reformatting them in an electronic format, e.g. using Camtasia or PowerPoint. Camtasia is available to faculty on the corner computer in the Faculty Resource Center. Elissa suggested creating a monthly video or slide show to upload on the IT or DE webpage. K. Sherwood suggested also storing the electronic Hi-Ts on SharePoint. Elissa will talk with Marc and Keenan about ideas for where to make electronic Hi-Ts available.</p>
IVe.	Notes in the schedule	I, D	<p>I. Edwards requested adding a note in the online schedule of classes that a course is web-enhanced, similar to how courses are notated as online or hybrid. Students in some of her web-enhanced courses are taken by surprise when they attend a class and discover they need to use a computer. E. Caruth suggested adding a line in the catalog under the definition of web-enhanced that states to contact your instructor for more details. K. Sherwood addressed Ishita's request by suggesting that a simple descriptor be added in the online schedule similar to that for online and hybrid classes.</p>
IVf.	60%	I, AT	<p>Tabled. E. Caruth called for a motion to table the discussion about 60%. C. Mainzer moved to accept, H. Bouma seconded, and the motion carried unanimously.</p>
IVg.	New Chair for Spring 2014	I, D	<p>E. Caruth suggested identifying a new chair by</p>

			November so she has time to provide training. The position is open to the campus at large. It is unclear how a new chair is elected/appointed.
V.	Other Items/Open Discussion	I, D	<p>K. Mendelsohn asked to move the meeting start time to 2:00 pm. The membership was agreeable to a new meeting time of 2:00 to 3:30 pm.</p> <p>The April meeting falls during the week of spring break, and will be rescheduled or cancelled as the date gets closer.</p>