



## DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

**Absent:** Alan Ainsworth, Ron McClurkin

**Guests:** None

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Meeting Date: **9/1/2016**      Approval of Minutes from: **5/5/2016**      Recorded By: **Krista Mendelsohn**

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

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|      | <b>ACTION</b>   |          |   |
|------|---|----------|---|
| I.   | Call to Order & Welcome   | I, AT    | J. Kuang called the meeting to order at 2:06 p.m. and declared a quorum present.  |
| II.  | Adoption of Agenda  | I, AT    | Additions/Changes to the Agenda: Correct typo on VII. Faculty Chair for Spring <b>2017</b><br><br><b>H. Bouma moved to accept the agenda as presented, I. Edwards seconded, and the motion carried unanimously.</b> |
| III. | Approval of Minutes   | I, AT    | Corrections to the May 5, 2016 Minutes: none.<br><br><b>H. Bouma moved to accept the May 5, 2016 minutes as presented, I. Edwards seconded, and the motion carried unanimously.</b>                                 |
| IV.  | Distance Learning Appendices Approval                             | I, D, AT | ENGL R124 – Introduction to LGBTIQ Literature<br><br>Changes Needed: none.<br><br><b>H. Bouma moved to approve the appendices, C. Milan seconded, and the motion carried unanimously.</b>                           |
| V.   | Faculty Distance Education Endorsement                            | I        | None  |
|      | <b>INFORMATION/DISCUSSION</b>                                     |          |   |
| VI.  | Distance Education Handbook – responses from Curriculum Committee | I, D, AN | The DE Committee reviewed and discussed the Curriculum Committee's comments. The list of faculty members who have received training is kept by the Instructional Technologist, and a discussion                     |

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|       |                                   |          | took place about who needs access to the list. The goal is to have a draft back to the Curriculum Committee in December. *Krista will post the latest draft on SharePoint in the DE folder and email the link to the DEC.  |
| VII.  | Faculty Chair for Spring 2017     | I, D, AN | The committee discussed a possible replacement faculty co-chair when Jessica goes on sabbatical. Celilia Milan volunteered for the position – nominated by M. Sanchez, seconded by S. Newby.   |
| VIII. | Distance Education Plan Workgroup | I, D, AN | A. Sandford explained the need for a college Distance Education Plan. A. Chelonis and Art have done some preliminary research and found other colleges' DE Plans to use as starting points. Meetings will be scheduled for a smaller workgroup to put together a draft DE Plan by December. Examples of ideas for the DE Plan are: in 3-5 years all OC courses will have syllabi posted in Canvas, or 10% of all courses offered will be hybrid or online. A survey could be distributed to all faculty via SurveyMonkey. Ideas should be emailed to Art and Ashley, and Krista will post in the SharePoint DE folder. Art has requested that a faculty member join the workgroup.   |
| IX.   | Canvas Updates                    | I, D     | <p>A. Chelonis shared news about Canvas support and training. Oxnard College now has 24/7/365 Canvas support for faculty and students, "Canvas Community", including live phone support, emailed work tickets, and online help documents. Alert Ashley if anything strange or incorrect happens with Canvas support. There are current issues with work tickets being routed incorrectly, but they will be fixed. OC is finding the need to teach the Canvas Tech support not to answer questions outside of technology, i.e. questions that should be directed to the instructor instead.</p> <p>Canvas training update: a Canvas trainer is coming to OC to train the trainers. Canvas power users will be invited, including those faculty members who are already trained and teaching in Canvas. The training may be on Sept. 13 or 14. An agenda is still being created.</p> <p>VCCCD Canvas 4-week training dates are scheduled to start on Sept. 12 and on Oct. 24. C. Milan recommended a required simple Canvas student training in order to take a course via</p> |

|        |   |          |   |
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|        |   |          | Canvas.<br><br>A. "Lite" Shell vs. Automatic Full Shell for every course – postponed indefinitely   |
| X.     | OEI Readiness for Online Learning Program (QUEST)         | I, AN    | Postpone to October. *Ashley will email links to student online learning readiness.   |
| XI.    | Online Exam Security / Proctoring                         | I, D, AN | As a minimum, we require students to log on as a level of security. Does the OEI have proctoring as part of the statewide initiative? This is a question for ITAC. Proctoring would need to be implemented districtwide and Dave Fuhrmann would need to approve. This is a good topic for the next DE Summit. |
| XII.   | Planning the next Districtwide DE Summit                  | I, D     | The DE Summit will be at Moorpark College in February or March. A planning session is set for Oct. 6 at 4 pm at the OC Fire Technology Center. Faculty members are welcome to help plan at future planning meetings. Scott Wolf volunteered to attend with Art Sandford.                                      |
| XIII.  | Distance Education Committee Webpage                      | I, D, AN | *A. Chelonis and K. Mendelsohn will continue to update the webpages.  |
| XIV.   | Distance Learning Appendix form                           | I        | Postpone  |
| XV.    | Instructional Technology Advisory Committee (ITAC) Report | I        | The first ITAC meeting of 2016-17 is being rescheduled. Scott Wolf volunteered to be the faculty representative from OC. *Ashley will let Marla know that Scott will be our OC DE rep. *Krista will confirm if Kevin Hughes is still attending ITAC.  |
| XVI.   | New Business  | I        | None  |
| XVII.  | Next Meeting  | I        | The next meeting will be on October 6, 2016 at 2:00 pm in the LS Conference Room.   |
| XVIII. | Adjournment   | AT       | <b>A. Sandford adjourned the meeting at 3:38 pm.</b>  |