



## DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

**Absent:** Jessica Kuang (Chair), Alan Ainsworth, Ashley Chelonis, Ron McClurkin

**Guests:** None

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Meeting Date: **10/6/2016**    Approval of Minutes from: **9/1/2016**    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	A. Sandford called the meeting to order at 2:05 p.m. and declared a quorum present. Jessica Kuang will not be on leave for Spring 2017, so Cecilia Milan will not take on the Chair role.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: delete Item VIII.  <b>H. Bouma moved to accept the agenda as amended, I. Edwards seconded, and the motion carried unanimously.</b>
III.	Approval of Minutes	I, AT	Corrections to the Sept. 1, 2016 Minutes: none.  <b>C. Milan moved to accept the Sept. 1, 2016 minutes as presented, H. Bouma seconded, and the motion carried unanimously.</b>
IV.	Distance Learning Course Sharing & Discussion	I, D	Presenter request – Scott Wolf will present in November; Rainer Mack will present in December.
V.	Distance Learning Appendices Approval	I, D, AT	ENGL R127 – Advanced Creative Writing Changes Needed: none.  ESL R065 – Preparation for Academic Reading and Writing Changes Needed: remove “3 hours of”.  GEOL R101 – Physical Geology Changes Needed: none.

			<p>GEOL R103 – Introduction to Oceanography</p> <p>Changes Needed: none.</p> <p>MST R103 – Introduction to Oceanography</p> <p>Changes Needed: none.</p> <p>MUS R101 – Fundamentals of Music</p> <p>Changes Needed: remove “Canvas” and “Muse Score”. Change “our LMS” to “district-provided LMS”. Suggestion to check more Information Transfer boxes.</p> <p><b>I. Edwards moved to approve the appendices, H. Bouma seconded, and the motion carried unanimously.</b></p>
VI.	Distance Learning Appendix Consent Agenda	I, AT	<p>ANTH R118 – Introduction to Forensic Science</p> <p><b>H. Bouma moved to approve the appendix, C. Milan seconded, and the motion carried unanimously.</b></p>
VII.	Faculty Distance Education Endorsement (Canvas)	I, D, AT	<p>The following employees have received training in updated best practices in online education and course design in Canvas:</p> <p>Elissa Caruth – English</p> <p>Ashley Chelonis – Instructional Technologist</p> <p>Ishita Edwards – Economics</p> <p>Jeff Hiben – Automotive Technology</p> <p>Linda Kama’ila – Anthropology</p> <p>Marci Katznelson – Music</p> <p>Jerry Lulejian – Paralegal Studies</p> <p>Rainer Mack – Art History</p> <p>Chris Mainzer – Geography</p> <p>Arion Melidonis – Anthropology</p> <p>Cecilia Milan – Spanish</p> <p>Becca Porter – Addictive Disorders Studies</p> <p>Matilde Sanchez – English/ESL</p> <p>Kari Tudman – English</p> <p>Emma Waits – Counseling</p> <p>Scott Wolf – Music</p> <p><b>H. Bouma moved to endorse the listed faculty for Distance Education instruction in Canvas, I. Edwards seconded, and the motion carried unanimously.</b></p>
VIII.	Cecilia Milan as Faculty Chair	I	Deleted

	for Spring 2017		
	<b>INFORMATION/DISCUSSION</b>		
IX.	Distance Education Handbook	I	Tabled for November.
X.	Distance Education Plan Brainstorm	I, D, AN	The Accreditation Team will be recommending that we create a DE Plan. We need to better define “online” vs. “hybrid”, which will be in the handbook. It would make sense to have a common DE Plan with the other two colleges, with a possible section that is unique to OC. The DE Plan needs to be integrated into the College Strategic Plan.
XI.	Canvas Updates	I, D	<p>A. Chelonis shared the following updates via email.</p> <p>OC is still encountering some challenges with Canvas support. We do have 24/7 PHONE only support; nothing else. So if a student clicks on a link somewhere, like in an app on their phone, it is sent into the nether. Support tickets are also being routed to the wrong schools. She is requesting that the company to find a solution asap.</p> <p>Integrations are still being built. We take each new request one at a time. Marc is on vacation, so he will catch up on anything major that comes in next week.</p> <p>The Turnitin new integration is not the greatest. We are figuring that it will be improved by next semester, since there are many people upset about it (across the board, not here yet).</p> <p>We are pushing Canvas to get us some way to create a default template for the Navigation links on the left side of each class. There are about ten too many links in that menu, and it is overwhelming and causing even seasoned online instructors to complicate the class setup. It is very easy to move the Navigation links and turn them off, but it would be much better if there were a cleaner, less cluttered screen to start.</p> <p>The large, multi-line bookstore links appeared without our knowledge, and they are a part of a contract, Dave says. We truly dislike that they are the default, as they are taking up too much space. Do encourage each other to manually remove the excess links and reorganize.</p> <p>We have many people signed up for training, and about 8 this month. She encouraged October over September, knowing how crazy this month would be. So far, only a few are actively engaging in the</p>

			<p>course, so some of the people signed up for this month will likely roll over into the October course. The October course starts Oct 24<sup>th</sup>. She will send out request for sign-ups for that session again. It is not closed. People can still use the link provided in the emails from Linda K. to sign up.</p> <p>Faculty who want Canvas training to web enhance are encouraged to wait until Spring.</p>
XII.	CA Senate Bill 1359	I, D	<p>A. Sandford shared that by Jan. 2018, a course using OERs must identify that in the online course schedule. Publication date of the OER does not need to be within five years. I. Edwards is part of an OER discussion group.</p>
XIII.	Distance Education Committee Webpage	I, D, AN	<p>*A. Chelonis and K. Mendelsohn will continue to update the webpages.</p>
XIV.	Distance Learning Appendix form	I	<p>Postpone</p>
XV.	Instructional Technology Advisory Committee (ITAC) Report	I	<p>A. Chelonis submitted ITAC meeting updates via email. Kevin Hughes is still attending ITAC. Lynda.com was bought by LinkedIn, but is still fine and not really changing (as far as we can tell). All of the Instructional Technologists spent a long week with the Canvas Trainer.</p> <p>There are options for remote trainings for instructors again, and Ashley will need to resend those links because we have more slots than she originally thought.</p> <p>Dave extended the contract for D2L for one more month just in case. The contract now ends July 15. Turnitin is still the best, but they jumped their prices astronomically. Dave sees it as a very bad sign and although we are keeping it through a better discount from the CCC Chancellor's office, we need to hopefully find out if there is anything comparable for the future. NO you are not losing Turnitin, we just need to look at other options to see if something else will work if they become unaffordable.</p>
XVI.	New Business	I	<p>None</p>
XVII.	Next Meeting	I	<p>The next meeting will be on November 3, 2016 at 2:00 pm in the LS Conference Room.</p>
XVIII.	Adjournment	AT	<p><b>A. Sandford adjourned the meeting at 3:01 pm.</b></p>