



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

Absent: Alan Ainsworth, Hank Bouma, Ron McClurkin

Guests: Janet Dawald, Cynthia Herrera, Lisa Hopper, Rainer Mack, Sharon Oxford

Meeting Date: **12/1/2016** Approval of Minutes from: **11/3/2016** 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 2:08 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. I. Edwards moved to accept the agenda as presented, S. Wolf seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the Nov. 3, 2016 Minutes: none. I. Edwards moved to accept the Nov. 3, 2016 minutes as presented, S. Wolf seconded, and the motion carried unanimously.
IV.	Distance Learning Course Presenter	I, D	Rainer Mack introduced his hybrid Art Appreciation course, ART R101, which is partly online and meets once per week for 1 hr 15 min. In Canvas, he uses the syllabus page as his home page. Students click on Modules to get into the content. It is set up as one Module per week. Assignment is an online discussion, or online submission of a file, etc. The weeks are relatively uniform within the online course so students know what to expect. This semester, Rainer set up the Modules such that a student must complete a module before the next one becomes available. This can be done by creating a prerequisite for the module. To move a student forward who wishes to take a zero score and move on, he must go into each individual

			<p>student. Half way through the semester, he removed the module prerequisites so students could move ahead if they were missing assignments. Instructors can save course settings for themselves to Canvas Commons, or save the file on their own desktop.</p> <p>Rainer shared his Module set up for Week One: Guide to Module #, Syllabus, Guide to Assignments and Grading, Course Map, Grade Scheme, and Help with Canvas. Rainer also shared an example of a module from another week: Guide to Module #, Keywords for Module #, and Explore Google Art with a link to the discussion post. He defines a week as Sunday morning until the following Sunday midnight. Discussion took place throughout his presentation.</p>
V.	Distance Learning Appendices Approval	I, D, AT	<p>DANC R110A – Mexican Folklórico Dance I</p> <p>Changes Needed: none.</p> <p>GEOL R101L – Physical Geology Lab</p> <p>Changes Needed: change “measures” to “methods.”</p> <p>GEOL R110 – Historical Geology</p> <p>Changes Needed: change “measures” to “methods.”</p> <p>GEOL R110L – Historical Geology Laboratory</p> <p>Changes Needed: change “measures” to “methods.”</p> <p>HIST R126 – History of Latin America</p> <p>Changes Needed: none.</p> <p>I. Edwards moved to approve the appendices, S. Newby seconded, and the motion carried unanimously.</p>
VI.	Distance Learning Appendix Consent Agenda	I, AT	<p>ADS R115 – Alcohol, Drugs, Eating Disorders and Nutrition</p> <p>SPAN R117 – Latin American Literature</p> <p>SPAN R118 – Latin American and Spanish Film</p> <p>I. Edwards moved to approve the appendices, S. Newby seconded, and the motion carried unanimously.</p>
VII.	Faculty Distance Education	I	None

	Endorsement (Canvas)		
VIII.	First Reading: Distance Education Handbook	I, D, AT	<p>The committee reviewed the handbook, and will make cosmetic revisions prior to Second Reading.</p> <p>C. Milan moved to approve the Distance Education Handbook for First Reading, S. Wolf seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
IX.	Distance Education Plan update	I	Postponed
X.	OEI Online Learner Readiness (QUEST)	I, D	<p>Sharon Oxford, Instructional Technologist/Designer at Ventura College, explained that the CCC Online Education Initiative (OEI) has created a series of multimedia tutorials for all online faculty and students to access statewide, called "OEI Online Learner Readiness Modules." Faculty can download and imbed the links to the modules, including videos and associated quizzes, in their online courses. The multimedia tutorials can be found at this website: http://ccconlineed.org/student-success-resources/readiness/.</p> <p>OEI pilot colleges, which include Ventura College, are also using a product called "QUEST," which includes the multimedia tutorials as well as a diagnostic assessment, quizzes, and supplemental resources. QUEST is strongly recommended for students who wish to take an OEI course at Ventura College. QUEST is akin to a course. Assignments completed by students in QUEST are graded by OEI, and successful completion results in a certificate for the student. QUEST has recently become available for online students at non-OEI pilot colleges statewide, once the college decides to implement the course.</p> <p>The Daily Schedule Calculator found on the Online Student Readiness Tutorials webpage is a helpful resource that allows students to visualize the impacts that various life priorities have on their time. http://apps.3cm mediasolutions.org/oei/tools/daily-schedule.html</p> <p>Discussion ensued. Cynthia Herrera requested that we keep track of students who complete QUEST and those who do not to compare student success in online courses. Once Oxnard College decides to</p>

			use QUEST college-wide, instructors can make the QUEST course a required assignment in the first module of their online course. The committee liked the idea of including the QUEST course for incoming students through SSSP, the First Year Experience, as a PG course, or the Promise Pathway under the STEM Grant. QUEST could also be provided to seniors in high school, and extra credit could be given to students for submitting their certificate and their quiz scores.
XI.	Publisher content overuse	I	Postponed
XII.	XanEdu	I	Postponed
XIII.	Tableau: Discipline and Methods of Instruction in Student Success/Completion data	I, D	<p>Dr. Cynthia Herrera, Lisa Hopper, and Janet Dawald presented Tableau as a visual for our college data. To access Tableau from the Oxnard College website, navigate to the Institutional Effectiveness webpage. The 2015-16 IE Report includes Distance Education results. Facts & Dashboards > MAPS – Success and Completion. http://www.oxnardcollege.edu/departments/administrative/institutional-effectiveness/facts-dashboards/maps-success-completion</p> <p>Our college data is not disaggregated into hybrid vs. 100% online. The committee requested the ability to see DE vs. Non-DE data side by side in the same graph by discipline. Defining success rates must also be part of the discussion. Cynthia would like to create a dashboard for the IEPI, and a dashboard specifically for the DE Committee. Janet shared that Mode of Instruction is now an element in eLumen. There was vigorous discussion in PEPC that programs with a lot of DE courses may be penalized because evaluators from other disciplines may misinterpret student success in DE courses. Cynthia requested that if we choose to imbed QUEST in some courses, we ID that course so her office could perform some data analysis.</p>
XIV.	Distance Education Committee Webpage	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the webpages.
XV.	Distance Learning Appendix form	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the DL Appendix.
XVI.	Canvas Updates	I, D	Discussion took place about where to find the list of faculty who have completed the Canvas and online instruction training. Ashley shared that it is a district-

			wide list on SharePoint that is shared with all Instructional Technologists/Designers and Deans. Shannon Newby will take that information back to the Academic Senate. Ashley encourages the faculty and deans to email her and have conversations if there are questions or concerns.
XVII.	Instructional Technology Advisory Committee (ITAC) Report	I	Postponed
XVIII	DE Summit Report	I	A. Creation of a Planning Group – postponed
XIX.	New Business	I	None
XX.	Next Meeting	I	The next meeting will take place on February 2, 2017 at 2:00 pm in the LS Conference Room.
XXI.	Adjournment	AT	J. Kuang adjourned the meeting at 3:59 pm.