DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Bola King-Rushing (Chair), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Ishita Edwards, Jessica Kuang, Chris Mainzer, Andres Orozco
Absent:	Alan Ainsworth, Robert Cabral, Luis Gonzalez, Jerry Lulejian, Ron McClurkin, Gema Sanchez, Mati Sanchez
Guests:	Bret Black, Dave Furhmann (DAC), Mark Pauley (VC)

Meeting Date: **12/3/2015**	Approval of Minutes from: **11/5/2015**	Recorded By: **Krista Mendelsohn**

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

	ACTION		
I.	Call to Order & Welcome	I, AT	B. King-Rushing called the meeting to order at 2:07 p.m. and declared a quorum present. Introductions were made by all present. The following proxies were announced: Chris Mainzer for Mati Sanchez.
II.	Adoption of Agenda	I, D, AT	Additions/Changes to the Agenda: Changes to Meeting Times will be discussed immediately after approval of the minutes. Discussion Item X will be moved to immediately after Item III and Changes to Meeting Times. **J. Lulejian moved to accept the agenda as amended, I. Edwards seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT	Corrections to the November 5, 2015 Minutes: none. **A. Chelonis moved to accept the November 5, 2015 minutes as amended, H. Bouma seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices Approval	I, D, AT, AN	CRM R104 – Sanitation & Environmental Control Changes Needed: Remove "Instructor will provide at least 3 asynchronous or synchronous contact hours per week with distance-learning students." Change "Instructor will respond within 24-48 hours to student questions…" (remove 24-48, or replace with reasonable time frame). Remove "An active presence will be maintained…"

			MUS R103A – Music Appreciation I
			Changes Needed: Ashley raised accessibility concerns with music courses – music is not captionable.
			PHIL R101 – Introduction to Philosophy
			Changes Needed: none.
			PHIL R101H – Honors: Introduction to Philosophy
			Changes Needed: none.
			PHIL R102 – Introduction to Ethics
			Changes Needed: none.
			PHIL R102H – Honors: Introduction to Ethics
			Changes Needed: none.
			PHIL R115 – Comparative World Religions
			Changes Needed: none.
			PHIL R115H – Honors: Comparative World Religions
			Changes Needed: none.
			A. Orozco moved to approve the appendices, H. Bouma seconded, and the motion carried unanimously.
V.	Distance Learning Appendix Consent Agenda	I, AT	GLST R101 **H. Bouma moved to approve the consent appendix, I. Edwards seconded, and the motion carried unanimously.**
VI.	Faculty Distance Education Approval	I, D, AT	America Barroso, Dianne Habring-Frehlich, Kari Tudman, Scott Wolf **The motion was withdrawn as none of the listed faculty has completed their training to date.**
VII.	DE-related Definitions/Terminology	I, AT	Postpone

VIII.	Distance Education Handbook	I, AT	**C. Mainzer moved to finalize and publish the DE Handbook, A. Chelonis seconded, and the motion carried unanimously.**
IX.	Changes to Participatory Governance Manual re. DE Committee	I, D	B. King-Rushing received a note from Linda Kama'ila, Academic Senate President, about recommended changes to the Participatory Governance Manual regarding committee structure and duties. The DEC can begin spring meetings with a ten minute sharing session of their online course with collegial discussion. DEC would provide an annual report to PEPC, Student Success, PBC, and Curriculum Committee with a summary of meetings and best practices. Can we submit a report directly to Academic Senate? Will the DEC still be a subcommittee of Curriculum? Jessica Kuang volunteered to be the first sharer of best practices in Spring.
	INFORMATION/DISCUSSION		
X.	CCC Online Education Initiative (OEI) and Canvas Adoption	I, D, AN	D. Furhmann gave a PowerPoint presentation on the OEI and the use of Canvas. Through the OEI, students ideally will be able to register for online courses throughout the state using the portal of their home CCC. If the home college has an opening in a local online course, they must be registered in that course first. Ventura College has been part of the OEI Pilot Project since 2014 through Spring 2016 and possibly will continue to be involved. Funding for an OEI course goes to the college teaching the course. C-ID will be used as the common course numbering to determine equivalence. VCCCD spends $180,000 annually for D2L. Canvas will be the CCMS (Common Course Management System). The state will pay for Canvas through 2018-19, and possibly beyond. 59 of 60 the final votes were for Canvas. Twenty CCCs have already adopted Canvas. Fifty more are moving through the adoption process. OEI and Canvas and being discussed in the OC Academic Senate. 2016-17 will be the overlap year between D2L and Canvas in the VCCCD. Summer 2017 will begin the usage of Canvas only. There will be a cost savings of $178K per year that is currently spent on D2L. Dave is recommending saving that

money in reserves for funding the Canvas 24/7 help desk for faculty AND students.

Contact Marc Boman for a sandbox for Canvas. By Fall 2016, you can fully engage in the system.

Mark Pauley, a faculty member in Psychology at VC, shared his experience on the pilot project. His online courses were first reviewed to be included in the OEI. He copied parts of his D2L work, and parts he reorganized and cleaned up using the OEI design requirements. OEI wants courses to be clearly modularized, rubrics built into the system, and clear objectives. Class content is not really different, just renamed/reorganized. 95% of Mark's content did not change when he moved from D2L to Canvas. All of the D2L features are in Canvas; and some things are easier and cleaner. Canvas is designed in modules. Mark is teaching in D2L and Canvas simultaneously and there's nothing major in D2L that we will miss. Canvas has one menu for uploading everything: assignment, rubric, etc. Mark set up his modules by week, and it is easy and clear for students. Instructional Technologists at VC have not received many student questions. Uploading books, testing software question – Canvas allows for a test bank. Single sign on does not work from our portal to Canvas yet, but Dave is working on it. It should be functioning by January. When there was a slowdown, Canvas sent an update email to Dave every 30 min. Canvas works with TurnItIn.

Mark showed his Canvas course for PSY V01. He puts all content by week/module on the home page. Students and faculty report that Canvas is intuitive.

Dave will provide demos in Spring. Marc Boman can provide any interested faculty with a sandbox now. Our DE Committee needs to vote, and then provide support to the Curriculum Committee and Academic Senate. Dave wants a contract with Canvas before Summer 2016. Oxnard Union HS District is using D2L because OC does, but eventually the whole state, including the CSU will likely switch to Canvas. If we had to pay for Canvas and the 24/7 help desk, it would likely be $50K over what we spend on D2L now.

Discussion took place about what will be done with the financial savings of switching to Canvas. Andres

			Orozco will bring up the question at the ITAC meeting tomorrow. Bola asked for a consensus among the DEC members that the DEC would recommend that the AS endorse moving to Canvas. Faculty training is available on @onetraining. Andres wants to know how in-person training will be provided.
XI.	Distance Education Student Auto-Email	I, D, AN	J. Diaz presented the current email that is automatically sent to students who register for a hybrid or online course. Students should contact the instructor for questions regarding the online course. *A. Chelonis suggested further simplification. *K. Mendelsohn will distribute the document to the DEC for edits. *A. Chelonis will update the OC DE Webpage to mimic the information on the MC DE webpage.
XII.	Distance Learning Appendix form – add examples to check list	I, AT	Postpone
XIV.	ITAC Report	I	A. Orozco shared that the last ITAC meeting was cancelled, and the next one is tomorrow.
XV.	New Business	I, D	B. Black requested the DEC meetings begin at 2:30 pm in Spring instead of 2:00 pm. Discussion was held about the option of a 2:15 pm to 4:15 pm meeting time. It was decided to hold Spring meetings from 2:15 to 4:15 pm.
XVI.	Next meeting	I	The next meeting will be held on February 4, 2016 at 2:15 pm in the Counseling Conference Room.
XVII.	Adjournment	AT	**B. King-Rushing adjourned the meeting at 4:03 pm.**