



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Bola King-Rushing (Chair), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Ishita Edwards, Jessica Kuang, Jerry Lulejian, Chris Mainzer, Mati Sanchez

Absent: Alan Ainsworth, Robert Cabral, Luis Gonzalez, Ron McClurkin, Andres Orozco, Gema Sanchez

Guests: Deanna McFadden

Meeting Date: **2/4/2016** Approval of Minutes from: **12/3/2015** 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 2:16 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. H. Bouma moved to accept the agenda as presented, J. Lulejian seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the December 3, 2015 Minutes: none. A. Chelonis moved to accept the December 3, 2015 minutes as presented, H. Bouma seconded, and the motion carried unanimously.
IV.	Distance Learning Course Sharing and Discussion	I, D	Jessica Kuang distributed a handout of her current course through D2L. She is currently taking a three week course through Coastline CC on Canvas. She described how she uses colors and placement of widgets to guide students to the correct weekly assignments. Jessica compared two math online curricula options. MyMathLab (MML) does not allow her to link to each homework section through D2L. MyMathLab is inconsistent in its content, assignments, videos, etc. MyOpenMath (MOM) gives Jessica much more control in that the same person is presenting the content, assignments, and solutions, which is much more consistent. Jessica wants to create tutorial-style questions in MOM. MOM is embedded in D2L because it is free, so that

			<p>is a huge advantage. The Gradebook and Discussion widget gives students another way to access the assignments, which is highly recommended. MOM is not integrated with the D2L gradebook, but it will be with Canvas. Jessica showed an example of the amount of programming required for one question in MOM. She plans to program more specific and more general questions during her sabbatical, so other faculty in the Math Dept can use them too. Jessica created real-world questions on her Discussion Board.</p> <p>Ashley Chelonis shared that Math faculty across the district are very hooked on MyMathLab, so a lot of what Jessica is doing with MOM would be very valuable to share with Math colleagues.</p> <p>Bola King-Rushing volunteered to share his course next month.</p>
V.	Distance Learning Appendices Approval	I	None
VI.	Distance Learning Appendix Consent Agenda	I, AT	<p>CAOT R002, CAOT R124</p> <p>H. Bouma moved to remove CAOT R124 from the consent agenda for further review, I. Edwards seconded, and the motion carried unanimously.</p> <p>Discussion took place and an agreement was reached to change 'Internet web sites' to 'web sites' in the future.</p> <p>I. Edwards moved to approve CAOT R124, J. Lulejian seconded, and the motion carried with one abstension.</p> <p>I. Edwards moved to approve the consent appendix, J. Lulejian seconded, and the motion carried with one abstension.</p>
VII.	Faculty Distance Education Endorsement	I, D, AT	<p>Mitchell Frieder - CRM, Dianne Habring-Frehlich - Health</p> <p>Ashley Chelonis recommended Mitchell Frieder and Dianne Habring-Frehlich for endorsement by the DEC. Chris Mainzer has been mentoring Dianne.</p> <p>The current faculty DE training for people familiar with online teaching can be completed with Ashley in a short amount of time. The LMS software training</p>

			<p>has become less important, and the andragogy of “how to teach online” is more important. Ten hours of training is the max for a person unfamiliar with teaching online, and not excited about doing so. Mati Sanchez is interested in a two-hour refresher training. The current online faculty training course is available to everyone, including those already trained.</p> <p>C. Mainzer moved to endorse the listed faculty for Distance Education instruction, H. Bouma seconded, and the motion carried unanimously.</p>
VIII.	Approval of Canvas as Oxnard College’s Learning Management System (LMS)	I, AT	<p>H. Bouma moved to recommend to the OC Academic Senate the adoption of Canvas as Oxnard College’s LMS, C. Mainzer seconded, and the motion carried with one abstension.</p>
IX.	Changes to Participatory Governance Manual re. DE Committee	I, D	Table until we have Senate language.
	INFORMATION/DISCUSSION		
X.	Online Health Services for Distance Learners	I, D, AN	<p>D. McFadden gave a PowerPoint presentation on online health services for distance learners. In the results of a student survey with 1,051 students, over 25% of student responders said stress impeded their academic success. She shared a physiological flow chart of stress, which is very serious and leads to disease. Seven males and 14 females at OC reported attempting suicide in the last 12 months. Online Health Resources: OC website, Student Health 101, and Kognito – accessible from the portal. OC Website: Deanna can provide a summary to imbed in an online course; Ask The Nurse – up and running by March; Student Health 101 – online health magazine subscription; Kognito – three online avatar-style scenarios (LGBTQ, Psychological Distress, Student Veterans). Can contact via phone, email, or online Ask The Nurse.</p> <p>All three colleges are using Kognito and Student Health 101, so Ashley shared that a system announcement can be sent to all online students. Student Health 101 can be embedded in their D2L course. *Ashley will work with Deanna about the best ways to share this info with all online students. *Krista will share Deanna’s PowerPoint with the DEC.</p>

XI.	Distance Education Student Auto-Email	I, D, AN	Discussion took place regarding the links in the Auto-Email that lead to the District DE pages. The DE Committee is pleased with the email content. *Ashley will update the format of the email and send to Joel.
XII.	Distance Education vs. Correspondence Education	I, D, AN	<p>A. Sandford distributed the ACCJC checklist to determine DE vs. Correspondence Education, and discussed each item. Discussion took place about how to ensure regular effective contact during online instruction. The ACCJC Policy on Distance Education and Correspondence Education should be linked from our OC Website. *Ashley will add it, as well as the OEI Rubric, and the state DE Accessibility Guidelines.</p> <p>Ashley requested topics from the DEC to include in future DE Faculty training, or special workshop topics. If faculty training were accessible online, possibly more faculty would take it. Perhaps more faculty would respond to a positive incentive.</p>
XIII.	Distance Education Summit	I, D, AN	A. Sandford shared the agenda for the Friday, Feb. 19 Distance Education Summit hosted by VC. Art will be the Master of Ceremonies. Art will ask whether remote access will be available. Chris Mainzer will attend. *Art will send the agenda to Ashley to forward to all DE Faculty.
XIV.	Distance Learning Appendix form – add examples to check list	I, AN	*Ashley will send a draft to Krista to bring to the March meeting.
XV.	Instructional Technology Advisory Committee (ITAC) Report	I, D	A. Chelonis shared that the OEI was discussed at the last ITAC meeting. Students can now access the Google Drive features, such as Google Docs, Sheets, and Hangouts, from their Gmail district accounts. Faculty and staff still do not have access to these features.
XVI.	New Business	I	None
XVII.	Next meeting	I	The next meeting will be held on March 3, 2016 at 2:15 pm in the Counseling Conference Room.
XVIII.	Adjournment	AT	B. King-Rushing adjourned the meeting at 3:59 pm.