



## DISTANCE EDUCATION COMMITTEE MEETING MINUTES

**Present:** Bola King-Rushing (Co-Chair), Ken Sherwood (Co-Chair), Hank Bouma, Ishita Edwards, Jerry Lulejian, Chris Mainzer, Marc Prado, Sylvia Schnopp, Lucy Solomon

**Absent:** Robert Cabral, Jessica Kuang, Ron McClurkin, Marnie Melendez, Alessandro Neri

**Guests:** None

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Meeting Date: **4/9/2015**      Approval of Minutes from: **3/5/2015**      Recorded By: **Krista Mendelsohn**

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

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### **DISCUSSION/DECISIONS**

	ACTION		
I.	Call to Order & Welcome	I, AT	<p>B. King-Rushing called the meeting to order at 2:06 p.m. and declared a quorum present. The following proxies were announced: Hank Bouma for Robert Cabral. M. Prado announced that he is leaving Oxnard College to work at eLumen at the end of the month. <b>H. Bouma moved to suspend the meeting to discuss AFT-related issues in Item VII, S. Schnopp seconded, and the motion carried unanimously.</b></p>
II.	Adoption of Agenda	I, AT	<p>Additions/Changes to the Agenda: remove Item VII. Add New Business after DE Committee Webpage. <b>H. Bouma moved to accept the agenda as amended, I. Edwards seconded, and the motion carried with one abstention.</b></p>
III.	Approval of Minutes	I, AT	<p>Corrections to the March 5, 2015 Minutes: none. <b>C. Mainzer moved to accept the March 5, 2015 minutes as presented, H. Bouma seconded, and the motion carried with one abstention.</b></p>
IV.	Distance Learning Appendices Approval	I, D, AT	<p>ADS R103 – Physiology and Pharmacology of Alcohol and Other Drugs Changes Needed: none. ART/FTVE R160 – Introduction to Digital</p>

			<p>Photography</p> <p>Changes Needed: none.</p> <p>ENGL R103 – Creative Writing</p> <p>Changes Needed: none.</p> <p><b>I. Edwards moved to approve the appendices, H. Bouma seconded, and the motion carried unanimously.</b></p>
V.	Faculty Distance Education Approval	I	None
VI.	Response to the OC Curriculum Committee regarding the Online Education Initiative's (OEI) Course Design Rubric	I, D, AN	<p>B. King-Rushing explained that the OEI Course Design Rubric has been distributed statewide, but very little information about it has been released.</p> <p>K. Sherwood suggested adopting the rubric for our courses that are taught via distance education as the new standard. The DE Committee would recommend it to Curriculum Committee as the new standard, and will take action in May.</p>
	INFORMATION/DISCUSSION		
VII.	Revision of Distance Learning Appendix form	I, D, AN	<p>B. King-Rushing explained that we are required by Ed Code to have a separate review process of Distance Learning Appendices. However, many appendices at our college are beginning to look the same, or use similar wording. The question keeps arising about why we are reviewing them. We need to show Regular Effective Contact with online students. The Accreditation Standards and Ed Code do not have guidelines on how to implement this.</p> <p>Discussion took place on three examples of appendices from other CCCs: Glendale, Merrit, and Long Beach Community College.</p> <p>Narrative opportunities on a form are important to allow faculty to think of creative ways to interact with students online. The Merrit form has a nice Need/Justification question.</p> <p>It is important that online-teaching faculty are treated the same as face-to-face instructors, and not subjected to more requirements. Some die hard online believers will say that all courses can be taught online, however some courses do not lend</p>

			<p>themselves to the online environment, such as swimming, public speaking, and nursing.</p> <p>OC needs to make sure we are not teaching more online courses just to get increased FTES for financial reasons.</p> <p>*The committee was asked to get input from their departments on whether the DL Appendix form should be revised, and how. Should the narrative section stay in our existing form? Should it be replaced with the Need/Justification question (from Merritt form), and a checklist?</p>
VIII.	Report on ITAC/DEC	I, D	<p>K. Sherwood presented an ITAC report:</p> <ul style="list-style-type: none"> <li>• Dave Fuhrmann will purchase software to turn large documents, like the college catalog, into searchable documents.</li> <li>• The state is backing out of their offer to make Canvas free to all CCCs. Canvas is not a required course management system. Instead, it will be free for all OEI courses being offered at each college; or it may be provided to all CCCs at a discounted rate. Dave &amp; Ken believe it still makes sense for the VCCCD to move to Canvas because it is the easiest product on the market to use. Canvas is a drag &amp; drop system. D2L costs the district \$175K per year, and OC has to host D2L on our own server, which has had problems in the past. The price for Canvas would include hosting, which would take a work load off our IT folks. Transitioning from D2L to Canvas will be much easier than Blackboard to D2L. Approximately 60% of course content data will migrate when switching to Canvas.</li> <li>• SmartThinking is the online tutoring solution through Pearson that OC has subscribed to. It is now available on the OC Website. SmartThinking has tutors provided by Pearson. Every classroom in D2L has a link, unless you have a custom homepage, in which case you must add the widget. Marc Prado can help.</li> </ul>
IX.	Distance Education Handbook	I, D,	H. Bouma presented his draft DE Handbook, and

	Progress Report	AN	<p>explained his goal to minimize committee time.</p> <p>*The committee was asked to submit edits/comments via email on a Word doc by April 30. Hank will incorporate the comments, and bring a second draft to the May 7 meeting.</p>
X.	Distance Education Committee Webpage	I, D, AN	<p>K. Sherwood has offered to update the webpage once the committee provides him with content.</p> <p>*The Committee was asked to bring ideas for content updates to the May meeting.</p>
XI.	New Business	I, D, AN	<p>ITC Network Webinars are available to faculty.</p> <p>*Krista will email link.</p> <p>M. Prado asked if everyone is receiving the @one monthly newsletters. The newsletters advertise the free monthly trainings they hold. *Krista will email to committee.</p>
XII.	Next meeting	I	<p>The final meeting of the academic year will be held on May 7, 2015 at 2:00 pm.</p>
XIII.	Adjournment	AT	<p><b>B. King-Rushing adjourned the meeting at 3:54 pm.</b></p>