DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

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

Meeting Date: **5/5/2016**	Approval of Minutes from: **4/7/2016**	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 2:23 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. **Agenda was adopted by consent.**
III.	Approval of Minutes	I, AT	Corrections to the April 7, 2016 Minutes: none. **M. Sanchez moved to accept the April 7, 2016 minutes as presented, J. Kuang seconded, and the motion carried unanimously.**
IV.	Distance Learning Course Sharing and Discussion	I, D, AN	B. King-Rushing gave an oral presentation since D2L was down. His ENGL R101 and R102 online sections were discussed. Bola uploads flyers and campus news to the News section. He uses links to free short stories and poems instead of requiring students to purchase another textbook. Bola will start requiring Word documents for assignments, since some students use Apple Pages and the formatting doesn't work well with PCs. Turnitin.com also doesn't work with Pages formatting. Bola requires word count minimums instead of number of pages for assignments. His discussion board is set up so that a student cannot read others' posts until they post first. Weekly assignment: credit by posting 100 words or more in both post and response. No plagiarism checker is connected to the discussion board. Bola first requires a 4-point syllabus quiz by

			the end of the first week or a student will be dropped. All assignments are also posted in the Content area as pdfs. *Ashley will send a word count widget to the committee.
V.	Distance Learning Appendices Approval	I, D, AT	ENGL R095 – College Reading Skills Changes Needed: change CMS to LMS. **I. Edwards moved to approve the appendix, J. Kuang seconded, and the motion carried.**
VI.	Faculty Distance Education Endorsement	I, D	No faculty were recommended for endorsement. A. Chelonis advertised the June Canvas faculty training in an email to faculty who already teach online at Oxnard College. Discussion took place about the requirement of participation in Canvas training in order to teach online. The DE Committee is not requiring the Canvas training. Only the Deans and VP have the right of teaching assignment.
VIII.	Election of Faculty Chair for 2016-17	I, AT	**M. Sanchez moved to elect Jessica Kuang as faculty chair for Fall 2016, I. Edwards seconded, and the motion carried unanimously.**
	INFORMATION/DISCUSSION		
VIII.	Distance Education Handbook – responses from Curriculum Committee	I, D, AN	The Curriculum Committee reviewed and discussed the handbook on April 27. A. Chelonis drafted alternative text for some of the areas in which the CC found issues. The DEC discussed the revisions and agreed on a final handbook. *Ashley will complete the revisions and send the final handbook to Krista for distribution to the Curriculum Committee.
IX.	FERPA Regulations for the Online Environment Webinar	I, D	The committee viewed the article at er.educause.edu/articles/2014/is-your-use-of-social-media-ferpa-compliant. This would be a good workshop for Ashley to hold on Professional Development Week each year.
X.	Canvas "Lite" Shell vs. Automatic Full Shell for every course	I	Not discussed.
XI.	Distance Education Committee Webpage	I	Ashley is continuing to update the webpage.
XII.	Distance Learning Appendix form – add examples to checklist	I, AN	Ashley and Krista began work on the form, and will have a draft ready for the committee to review in fall.

XIII.	Instructional Technology Advisory Committee (ITAC) Report	I, D	A. Chelonis reported that VC keeps purchasing tools related to the OEI pilot project, and we will have access to some of them, but other tools are not compliant with the district IT Department. Now that we have the Canvas contract, IT is working to make a single sign on link in the portal beginning May 20. Dave Fuhrmann plans to pay Canvas to send their own staff to train the trainers. If instructors have an issue or idea in Canvas, report the issue to Ashley, or post the idea on the Canvas Community and vote for it. Next year we can discuss opportunities for departments to create templates to share in Canvas.
XIV.	New Business	I, D, AN	The Online Teaching Conference is in June in San Diego. A few faculty members from OC are attending. Ashley is requesting that faculty who attend return with all the good notes and links to share with DEC and during Professional Development Week.
XV.	Next Meeting	I	The first meeting of 2016-17 will be in September 2016; date and time TBD.
XVI.	Adjournment	AT	**A. Sandford adjourned the meeting at 3:52 pm.**