DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Teresa Bonham (Chair), Bret Black, Hank Bouma, Elissa Caruth, Diane Eberhardy, Ishita Edwards, Karen Gorback, Bola King-Rushing, Chris Mainzer, Krista Mendelsohn, Rick Shaw
Absent:	Emma Waits, Evangeline Wilkes
Guests:	None

Meeting Date: **12/6/12**	Approval of Minutes from: **11/1/12**	Recorded By: **Krista Mendelsohn**
AN = Action Needed	**AT = Action Taken** **D = Discussion**	**I = Information Only**

DISCUSSION/DECISIONS

I.	Welcome & Announcements	I, AT	T. Bonham called the meeting to order at 2:33 p.m. Changes to agenda: IVa. Add POLS R101 IVb. Add Monica Furmanski
II.	Review of the Minutes	I, AT	Corrections to the Nov. 1, 2012 Minutes: None. **T. Bonham called for a motion to accept the minutes as presented. C. Mainzer moved to accept, B. King-Rushing seconded, and the motion carried unanimously.**
III.	Action Item Follow-Up from Nov. 1	I, AT	Desire2Learn version 10 – There will be a mid-year change from version 9 to version 10, but version 9 shells will still be available in spring. Faculty should just keep doing what they are doing. Marc Prado is running a series of trainings on version 10. OC cannot afford to bring in a D2L trainer. Version 10 is relatively straightforward; not as different as v.8 to v.9. Version 10 looks different, in a more pleasing way, but it works the same as v.9. This was discussed at Academic Senate, so Bola will ask Linda Kama'ila to put it on the AS agenda, and Teresa will present the above info about version 10 on behalf of the DE committee.
IV.	**Action Items**		
IVa.	Review DE Appendices	I, D, AT	CNIT R101 – add "district provided LMS" the first time it is mentioned, but can keep using LMS throughout the rest of the document. Replace comma with semi-colon after "test out the network."

			Approved pending revision.
			CNIT R120 – Check Method 1 for run-on sentences and add punctuation. "at Oxnard College. Each student…" "…account, which" "curriculum. Students" Method 2: add "district provided LMS," remove "which constitutes regular effective contact," and remove "which will constitute class discussions." **Approved pending revision.**
			CNIT R121 – See comments for CNIT R120. **Approved pending revision.**
			CNIT R144 – add "district provided LMS" the first time it is mentioned, but can keep using LMS throughout the rest of the document. Remove "which constitutes regular effective contact," and last sentence of the methods, "A portion of the course…" **Approved pending revision.**
			PHIL R102 – change "district approved CMS" to "district provided CMS." **Approved pending revision.**
			PHIL R106 – change "district approved CMS" to "district provided CMS." **Approved pending revision.**
			PHIL R107 – change "district approved CMS" to "district provided CMS." **Approved pending revision.**
			POLS R101 – DE Committee took Gloria's authority to make modifications to the methods. **Approved pending Gloria's approval.**
IVb.	New DE Proposals/Qualification Forms	I, D, AT	Monica Furmanski – **endorsed**. *Send reminder to Bola about this.
IVc.	Elect New Chair	I, D, AT	Elissa Caruth was nominated and accepted the nomination. **T. Bonham called for a motion to approve Elissa Caruth as the new committee chair. D. Eberhardy moved to accept, B. King-Rushing seconded, and the motion carried unanimously.**
V.	**Discussion Items**		
Va.	Regular Effective Contact	I, D	Erika questioned whether we'd pass an audit after attending CIO Fall 2012 conference. Teresa passed out a handout titled "The Manager's Guide to

			Distance Education." According to the handout's checklist, OC lacks in student services and student support/help desk, but is strong in all other areas.
			We can no longer count when students log in as an indicator that they are participating/attending online. This may be addressed in webinar on Dec. 10.
			Do we need a campus-wide policy for dropping students from online courses? It may be discriminatory to do so, since we don't tell instructors how to drop students from face-to-face courses. It is important to have students do some sort of regular check in or grade-related work that shows the instructor they are still engaged in the course both before and after the census. Faculty could put a warning in their syllabus about what will be required from students to stay engaged online.
			DE Committee will create an advisory policy for faculty to include an "inactivity drop policy" in the syllabus to ensure regular effective contact in hybrid and online courses.
			DE Committee's regular effective contact definition is on the webpage. We should revisit this and refine this in spring.
Vb.	Curriculum Handbook, Distance Ed section	I, D	Teresa will email the committee the handbook revision to get input on the DE section. *Email Teresa the Word doc.
Vc.	Hi-T for Spring	I, D	Ideas: The Early Alert & Intelligent Agent workshop was cancelled today, so reschedule in January – Bola King-Rushing & Karen Engelsen; DEC policies/myth-busting in February – Bola King-Rushing & Ishita Edwards. General/helpful tips in April – Elissa Caruth. Normally before each workshop, Teresa emails a reminder to Linda Kama'ila, who sends it to all faculty.
Vd.	Student Orientation for Spring	I, D	The current video may not be effective because we are moving to a new version of D2L in spring. Can Marc Prado lead the student orientations? Bola and Marc will ask Erika Endrijonas for clarification on this. Elissa has raw video footage that could be worked into a new student-directed info video, but needs major time in post-production. Title 5 funding may be

			able to help with this. Ventura College has a faculty-directed self-orientation video that Marc and Bola hope to get access to and adjust it to a student-directed video. Marc, Bola, Elissa, and Chris M. can create a dummy class with dummy students as an easier set-up to lead students through orientation to D2L.
Ve.	Student Support for Spring (tutors?)	I, D	Marc trained one student this year to be a D2L tutor, but no students showed up to the session that the tutor was ready to lead. Student Ambassadors know how to do some D2L basics that they can show others. The Student Ambassador help needs to be better advertized. Teresa will ask Linda K. to send out an all users email about where students can go for D2L training and help.
Vf.	CIS R020A	I, D	Web-enhanced courses only require the dean to know so s/he can turn on D2L for the course. No DE appendix is required for such courses.
VI.	Other Items/Open Forum	I, D	Karen Gorback shared highlights from a student discussion on DE from Amy Edwards's class. Students gave a report on D2L and the portal. Student authentication is an important issue that was addressed in the student report. Student authentication will likely be covered in the Dec. 10 webinar from the CCC Chancellor's Office. Karen suggests opening the DE meeting up once a semester for students to attend and share their issues with D2L. Elissa requested a chair position description from Teresa. The next DE meeting is February 7, 2013 at 2:30 pm in the LRC Conference Room.