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| **Oxnard College Mission Statement**Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.As a unique and accessible community resource, our mission is to provide and promote student learning:● Transfer, occupational, and general education, second language acquisition, and basic skills development;● Student services and programs;● Educational partnerships and economic development; and ●Opportunities for lifelong learning.Oxnard College intends to lead its community to fulfill its highest potential.AUTHORITYThe Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College. PURPOSEThe Distance Education Committee exists to meet the instructional, communication, computing and research needs of the students, and faculty of Oxnard College. The mission of the Committee is to focus on the delivery of distance education and its environment be it Web or TV enhanced courses to fully online, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.GOALS● To provide a collaborative venue for shared leadership determining the distance education needs of the College to sustain teaching and information management.  ● To plan for the incorporation of various technologies in the teaching and learning activities at the College. ● To advise the College and individuals about technological matters pertaining to teaching and learning and information management specific for distance education courses. ● To help in establishing policies and procedures that can sustain and manage the existing distance education infrastructure and delivery. ● To author, revise, and oversee the College’s Distance Education Master Plan as this committee goes forward in its establishment (not yet developed at the beginning of the committees existence in Fall 2009) ● To review, advise, and approve all distance education appendix forms for the Curriculum Committee. ● To advise the Curriculum Committee and other shared governance committees on all distance education issues.   |

OXNARD COLLEGE DISTANCE ED COMMITTEE MINUTESFOR THE MEETING OF THE DISTANCE ED COMMITTEE**September 6, 2012****2:30 P.M. in the LS Conference Room**Members PresentBret Black, Teresa Bonham – Chair, Diane Eberhardy, Ishita Edwards, Bola King-Rushing, Chris Mainzer, Krista Mendelsohn, Marji Price, Emma WaitsWelcome/AnnouncementsThe meeting was called to order at 2:38 pm by Teresa.**Review of the Minutes** The minutes from May 3, 2012 were reviewed.Corrections:2.a. Robert Cabral’s “form” was also discussed.Emma motioned to approve the minutes as corrected, Chris seconded, all approved with two abstentions by Ishita and Chris.**Action Item Follow-Up*** Teresa will ask Diva for D2L tutors.
* There was a lengthy discussion about D2L workshops and faculty training in D2L. Bola thinks there is still a huge demand for the workshops, although nobody showed for Chris’s D2L workshop earlier that day. The workshop schedule is posted on the portal. An email with Sept. list of workshops went to all users from Linda K. Teresa will talk to Mati about how to post the schedule more prominently through the library. Faculty members are still posting the video for students.
* Robert Cabral did some D2L training with Bola, but Bola was expecting more closure/contact with him. The DEC does not have any concerns about Robert. Bola is comfortable with him continuing. Bret suggested that Robert resubmit his form since he’s getting experience with D2L, so he can get on our approved list.
* Ishita raised a concern that there is an inconsistency with some people being required to go through training and others not. Bola reminded the group that the DEC has created a process, but it is not binding. We advise the EVP, but management makes the decision. Deans were quite good about consulting our list, but sometimes faculty comes up for training in late-summer. Do they make those late-start classes? It is not a policy that faculty has to use D2L for an online class, even though we try.
* Academic Senate and Erika like our forms and process. How do we resolve this going forward? Contact deans and say something? Ishita wondered if the DEC should ask the deans to require certain documents. Bola said he has a list that the deans should consult. We could be more clear in our communication with the deans.
* D2L 10 – DAC said it would be rolled out during flex week. Bola asked for that not to happen. The next roll-out date could be winter break but we don’t know for sure. The interface/look is new, but all the same tools are there. Ishita inquired if faculty would we need to switch right away. Bola answered yes. Ishita asked if we can use the sandbox for training in fall. Bola said yes, everyone will get access to that ASAP. Teresa asked if sandboxes can be rolled over. Bola said they wouldn’t be able to do that. He will share info as it becomes available.

**Agenda Items****Action Items**1. Review DE Appendices: (in CurricUNET) – None

The DE Appendix is called a “page” now. Use the Distance Ed link, not the DE Form, to access the DE page in CurricUNET. CurricUNET can’t let us only email DEC when DE page is complete. We’d have to weed through the Course Outline and see if DE is checked “yes”. Call Bola with CurricUNET questions! All DEC members will be notified when any proposal comes through. Bola needs DEC membership list.1. New DE proposals
	1. Discuss any new proposal/qualification forms—None

**Discussion Items**1. Distance Ed information from the Curriculum Institution – Teresa
* Teresa attended a DE-related training regarding instructional materials. Ed Code 59400 update – student suing about having to pay for a “pack”. Faculty is not supposed to use a pack as primary material. Students need two years of access to a pack. The pack provider must give students the option to access the materials for two years. Instructor must set up with the publisher rep. that they HAVE to make it available to the students for two years. In effect in June 2012. Pack examples – videos, quizzes, tests, problems for assignments, electronic textbook.
* A discussion followed regarding packs and DE courses.
	+ How do we know who is using what on campus? Diane said the bookstore would know. Bola requested a list of all faculty and what pack products they’re using so he can support them if needed. Bret gave the example that Mathlab provides student with one code and they can use the code through all of the basic courses.
	+ Students should be informed if a class is web-enhanced. “Regular effective contact” (“r.e.c.”) is required for DE courses, or else may lose money. If an audit shows that it we have ineffective interaction, the course would be reduced to a correspondence course and we would lose money. DEC already defined “r.e.c.” last year.
		- LDA=last day of attendance. How do we find that out for students of online courses when they drop or are dropped? Teresa takes roll using a discussion forum; her students have to sign in twice per week and say “here”. Ishita gives weekly quizzes, if they miss one, they’re absent. Bret can see the day and time students were last on with Mathlab. Teresa informed the group that an instructor looses access to student assignments & info if they drop in D2L.
	+ Our campus gets less money for DE courses compared to face-to-face. District should have a definition for “r.e.c.” The DE page in CurricUNET has to be separate from the Course Outline for articulation purposes. DEC needs to look at accessibility and “r.e.c.” How do we make sure packs are appropriate? There is no current method for textbooks or e-materials.
* Another discussion ensued about how to determine whether e-materials are being used as primary or supplemental materials. Teresa suggested that we wait and see what the CA Academic Senate produces on this. Diane asked how we report/correct when a faculty is misusing D2L. Bret suggested the dept. chair approach the faculty in positive way. Teresa agreed that instructors should let dept. chair know so they can address this.
* It is difficult that student D2L emails go to multiple locations.
1. High-T – Teresa

List of possible workshops discussed last meeting. None in Dec, so that leaves Sept., Oct. and Nov. Were happening on Thurs. Topics: Early Alert, Intelligent Agents, Rubrics, Designing Homepages, Online teaching for newbies (Marc). Teresa set the following schedule:Sept. - Online teaching for newbies (Marc)Oct. – Designing homepages (Elissa)Nov. – Early Alert & Intelligent Agents (Bola & Karen)1. Distance Ed plan – Marji

Table until next time.1. Other items/open forum

Marji is leaving OC very soon for Cascadia Community College in WA. She will no longer be co-chair, and we don’t have a replacement. WASC will hopefully provide critera/framework to work within. Bola has already starting this by making sure that online classes are equal to face-to-face classes.Chris is trying to get Prof. Buckley to attend the next DEC mtg. as a guest speaker about her online teaching experiences.The meeting was adjourned at 4:15 pm. |
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| EXPECTED OUTCOMES● A venue for the College community to discuss planning and resources related to issues involving distance education delivery, enhancement, and student success in the distance education environment. ● A completed Distance Education Plan. ● Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems in regarding to distance education delivery. ● A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems in regard to distance education. ● A source of information to the college campus for professional development training for faculty teaching distance education, and for programs and projects that support students’ development and success in distance education.   |

**Meeting Schedule**9/610/411/112/62/73/74/45/2 |