

### **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.

#### **AUTHORITY**

The 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.

#### **PURPOSE**

The 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 committee's 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**

### **MINUTES FOR THE MEETING OF THE DISTANCE ED COMMITTEE March 1, 2012**

**2:30 P.M. in the LS Conference Room**

#### **Members Present**

Teresa Bonham, Dean Marji Price, Bret Black, Bola King-Rushing, Elissa Caruth, Candice Moss and Ishita Edwards

**Welcome/Announcements** – The meeting was called to order at 2:35 pm. Candice announced that she is working with Erica from VC on online training materials.

**Review of the Minutes** – Reviewed and approved the minutes from the February, 2 2012 meeting.

#### **Agenda Items**

##### **Action Items**

1. Reviewed and approved of the following DE Appendices: (on sharepoint) GEOL R101, MATH R115, and Math R105. CAOT R001 and CAOT R198 A were both discussed and suggestions were made, but the author has pulled both appendices.
2. New DE proposals
  - a. Discuss any new proposal/qualification forms—None
3. DE training opportunities
  - a. Discuss money and four applications. The committee agreed to award training money to the following faculty: Becca Porter, Ana Maria Valle, Robert Cabral, Alexandra Zuromski, Della Newlow, Elissa Caruth, Kitty Merrill. Candice informed the group that she knows of three other faculty who may also be interested in the funding. Teresa sent an email to all who were awarded money.

## Discussion Items

4. Distance Ed plan—Marji presented the idea of dividing up the different sections of the WASC Accreditation Standards for Distance Ed. Marji distributed a list to the group of possible assignments for group members. The group decided to accept the following assignments: Marji and Chris would be the content experts for mission and purposes; Teresa and Bret would be the content experts for governance and academic oversight and academic rigor; Candice and Bola would be the content experts for assessment and evaluation of effectiveness and appropriately qualified and supported faculty; Emma, Elissa and Kitty would be the content experts on effective student and academic service and infrastructure/resources to support and expand online learning; and Ishita and Diane would be the content experts on academic integrity. The group members will focus on their assigned content area and they will read the material in the WASC document this semester and by the fall of 2012, they will be responsible for understanding the content and thus they will be an expert. In the fall, the group will resume creating a comprehensive distance ed plan that addresses the WASC guidelines and OC's mission statement.
5. The question was asked about the VHS tapes in the library that are being converted to DVD and if faculty can have the VHS tapes for their offices.
6. The group wants to invite Steve Hall to a DEC meeting for DE information for the new contract.
7. There was a lengthy discussion about maintaining online teaching standards for all currently approved online teaching faculty. At the end of the discussion, the group decided that the best way to ensure high-quality teaching standards is by reminding deans about the distance education section in faculty evaluations. The distance education committee is not going to take away instructor's qualification once officially qualified to teach online. A dean has the ability to evaluate faculty and a dean has the ability to offer or not offer online courses to faculty.
8. The technology committee will be a new standing item on the DEC agenda.
9. High-T –high-t schedule was discussed and set out to all OC users.

The meeting was adjourned.

#### 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

~~9/1~~  
~~10/6~~  
~~11/3~~  
~~12/1~~  
~~2/2~~  
~~3/1~~  
4/5  
5/3