OXNARD COLLEGE
DISTANCE ED COMMITTEE

MINUTES
FOR THE
MEETING OF THE DISTANCE ED COMMITTEE
May 3, 2012

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

Members Present
Teresa Bonham, Dean Marji Price, Bret Black, Bola King-Rushing, Elissa Caruth, Emma Waits and Diane Eberhardy

Welcome/Announcements – The meeting was called to order at 2:35 pm. There were two announcements: 1) academic Senate approved of the distance ed definitions and 2) Candice Moss is no longer a Instructional Technologist at OC.

Review of the Minutes – Reviewed and approved the minutes from the March 5, 2012 meeting.

Agenda Items
Action Items

1.   Reviewed and approved of the following DE Appendices: (on sharepoint) SPAN R101A, MATH R105, MATH R098R, MATH R098S, and TV R100.

2.   New DE proposals

   a. Discuss any new proposal/training forms—E. Waits and S. Hall's proposals were discussed and approved by the committee. R Cabral's form was also discussed. The committee felt that Mr. Cabral was well versed on online teaching theory, but he lacked D2L training. The group asked Mr. Cabral to see Bola and get the basic D2L training. We asked that he complete his D2L training by June 30th, and the group agreed to meet electronically on July 1st to review his training form again. Diane Eberhardy agreed to mentor Mr. Cabral, should he wish to be mentored.

3.   DE training opportunities

   a. It was asked if those who were awarded travel money were able to use it in the summer. Teresa said she would ask and report back electronically.

Discussion Items

4. Distance Ed plan—The group was asked to work on their area in the summer.

5. High-T –high-t schedule for the fall was discussed. Here is a list of possible fall workshops: 1. Basic use of tech tools with Gloria and Elissa; 2. Basic Skills and Early Alert with Bola and Elissa; 3. Introduction to online teaching and learning for newbies open; 4 Degreeworks—district?; and 5 something with the new person.

6. It was requested by the group that there be tutors trained in d2l in the tutoring center. Teresa has already contacted Diva Ward and Diva would like one of us to train some tutors in the fall.

7. Bola is absorbing the projects of both Candice and Kitty—their projects will still continue, but slower.

8. Bola wants to know who wants OC TV staff to do TV/videos for classes.

9. Marc Prado starts work on Monday, May 07, 2012. He is an instructional designer.

10. Bola told us that there needs to be a flex week schedule of all flex activities before flex week.

11. D2L 10 is coming with new changes.

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~~