

### **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 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 30<sup>th</sup>, and the group agreed to meet electronically on July 1<sup>st</sup> 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 Degreeeworks—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~~