

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 February 3, 2011

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

Members Present

Bola King-Rushing, Kitty Merrill, Teresa Bonham, Marji Price, Christiane Mainzer, Elissa Caruth, Diane Eberhardy, Karen Engelsen

Welcome/Announcements

Teresa declared a quorum and called the meeting

Review and Approval of the Minutes from Meeting of December 2, 2010

Agenda Items

1. Dean Marji discussed the new "minutes and agenda" format to be used as part of the DE committee's goals & outcomes (participatory manual). Members present voted to appoint Chris Mainzer as "minutes" taker.
2. Tech Reviewed DE Appendices for
 - a. DMS R120
 - b. DMS R121
 - c. DMS R122
 - d. DMS R13
 - e. DMS R131
 - f. DMS R132
 - g. DMS R133
 - h. CAOT R122

The following changes were requested of the authors of

the DE appendices reviewed before committee approval: Teresa will make the minor cosmetic changes on CAO R122 before sending to Betty. The rest of the DMS appendices require some changes in Sections "1." (add "District approved") and "2." (insert "included but not limited to"..)

3. Discuss DE Proposal Process:

- a. Since the DE Proposal form has been approved by Curriculum, there was discussion on how we will alert faculty as to who becomes certified to teach an online course. We invite all faculty to teach online. In order to make an instructor certified would require Bola King's signature as well as approval by Department Chair and DE Committee.
 - b. D.E. Committee would post training schedule. Bola provides the faculty training opportunities, some of which would be done on a 1-to-1 basis and assign a "create-a-shell" for faculty. Training can be based on specific topics. Bola has created online resources for faculty who wish to teach a web course. Once certification is completed it can be posted on the DE web site. Luanne Crockett (Chemistry Instructor) will be first faculty pilot for fall online class.
 - c. Committee reviewed list of eligible faculty on campus who teach online; should criteria include web classes taught in the last 4 years? Last 2 years? Committee voted on pre-qualified faculty from list to be "grandfathered" in since fall 2009.
 - d. Push for FLEX training by requiring all online faculty to attend training; maintain certification or qualification to teach online. Distribute a bi-annual questionnaire to all qualified online instructors; what has been done to maintain their online teaching tools.
 - e. Bola announced 6 training sessions scheduled for spring semester: Course Studio Overview; Desire2Learn: The Basics; Omni Update; Gradekeeper; Desire 2Learn: Advanced; and Discussion: Video in the Classroom. All users on campus received announcement.
4. Bola discussed OMNI Update – status of how it should be used to create and modify faculty web pages. OMNI update scheduled for Wednesday, February 23rd, 1-4pm, in OE3. Departments should decide who will do the department web page. Assign a webmaster.
5. Discussion on how faculty who teach online should be evaluated; will be brought to Academic Senate for further dialogue.
6. Teresa has scheduled 3 "Hi-T" workshops for spring semester: February 10 from 12:30-1:30pm, topic is "Online Student Retention: D2L Tips and Tricks"; March 10 from 12:30-1:30pm, topic is "Learner Accommodations for Online Students"; and April 14 from 12:30-1:30pm; topic is "How to Create Add-On Videos for Your Online Class". All 3 workshops will take place in the Faculty Resource Center in LRC.
7. Dean Karen discussed "Early Alert" program and encouraged faculty to use it this semester. "Early Alert" will be available until February 25, 2011. Karen also mentioned that all student services will be available online by 2012.

Adjournment

With no further business, the meeting was adjourned at 5:00pm.

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 (PLEASE REVISE TO ACCURATELY REFLECT MEETING DATES OF THE DISTANCE ED COMMITTEE)

~~9/2~~
~~10/7~~
~~11/4~~
~~12/2~~
2/3/11
3/3
4/7
5/5

when, were and so on

i. plan for our first faculty member to go through the process—Luanne Crockett.

b. create a list of who is grandfathered into the approved to teach online list & inform them of the new policy to train and approve all new online & hybrid instructors.

8. Discuss newest version of D2L

a. thoughts/questions/comments

b. discuss the D2L training—plus/minus

9. DE high-technology) training schedule for spring

a. solidify trainings, trainers, days, times, and room

10. Early alert

11. Discuss Bola's trainings

a. review trainings scheduled

i. CourseStudio Overview: Wednesday, February 9, 1pm-2pm in LRC-114 and Friday, February 11, 1pm-2pm in LRC-114

ii. Desire2Learn: The Basics: Wednesday, February 16, 1pm-3pm in LRC-114 and Friday, March 4, 1pm-3pm in LRC-114

iii. OmniUpdate: Wednesday, February 23, 1pm-4pm in OE-3 (brought to you by the district)

iv. Gradekeeper: Wednesday March 9, 2pm-3pm in LRC-114 and Friday, March 11, 2pm-3pm in LRC-114

v. Desire2Learn: Advanced: Wednesday, March 30, 1pm-3pm in LRC-114 and Friday, April 1, 1pm-3pm in LRC-114
Discussion: Video in the Classroom: Wednesday, April 6, 2pm-3pm in LRC-114 and Friday, April 8, 2pm-3pm in LRC-114

b. Create a list what the committee wants to learn

c. Help Bola create a faculty survey to learn what others want to learn

12. Discuss Web Services (organization of web page)

13. Discuss creating a distance ed plan (it's in our committee charter that we do this!)