

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 December 1, 2011

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

Members Present

Teresa Bonham, Dean Marji Price, Bret Black, Diane Eberhardy, Bola King-Rushing, Elissa Caruth, Chris Mainzer and Ishita Edwards

Welcome/Announcements – The meeting was called to order at 2:38pm.

Review of the Minutes – Reviewed and approved the minutes from the November 3, 2011 meeting.

Agenda Items

1. Reviewed DE Appendices: SOC R106, POLS R100, POLS R108. After lengthy discussion regarding interpretation of “**1. Methods of Instruction: Please describe..**” it was decided to return the 3 appendices to the appropriate authors because they did not describe the “methods of instruction”, but had merely listed them. The group also discussed if use of CMS should be encouraged by instructors teaching online instead of using 3rd party publishers.
2. Reviewed and approved the 3 new proposal/qualification forms for Denis Polen, BUS LAW R111A; Kitty Merrill, TV R100; and Jim Craine, GEOG R101L.
3. The committee reviewed the “Distance Education Definitions” proposed by Teresa. The following are the corrections/revisions made during group discussion:

DISTANCE EDUCATION DEFINITIONS:

- a. **Online** – the class meets 100% via a district approved Learning Management System. Proctored exams may be required

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)

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

b. Hybrid – the class meets in a face to face setting for a specific amount of hours, which are clearly expressed in the schedule of classes. To be considered a hybrid, face to face attendance is mandatory. There is no rule as to how many hours a class must meet in a face to face setting; the main idea is students will not meet with the class 100% online.

c. Web-Enhanced courses require mandatory attendance for traditional face to face instruction. Web-enhanced courses may include supplemental materials such as but not limited to posted syllabi, internet links, bulletin boards, and assignments. Exams may be administered online, students are still required to attend regularly scheduled class sessions. Final exams must be in accordance with the college's exam schedule and policies.

4. Discussion on the Distance Ed plan was tabled, it will be brought up at the next meeting in the spring.

5. Teresa and Bola discussed with the committee that after 5 new instructors and 5 seasonal instructors, who teach online classes, have been selected to register for “@training.org”; they will be reimbursed after completing the web course, next spring. The committee established February 2012 as the deadline to apply for these slots in the online training. It was also agreed by the group that those instructors having completing online training would be required to submit a 250-word essay, including:

- a. experience with online instruction;
- b. rationale for taking the online training course;
- c. projected uses, expectations for outcomes as a result of taking the course;
- d. report back to DE committee (@ Hit or essay?)

It was also suggested that these instructors would be required to mentor a new faculty.

6. Bola led the committee members on a discussion of recertification for seasoned online instructors. He suggested that every instructor who presently teaches web classes will be expected to provide proof of having completed some professional development within a 2-year period to maintain their status in teaching online courses. The committee will research WASC guidelines and present information to curriculum committee and technology committee for feedback.

7. Teresa informed the committee of the next “DE High-t scheduled for Thursday, December 8th which will meet in the LRC conference room. Diane and Chris will be presenting on the use of syllabus in web classes.

8. It was noted by committee members that the “Banner” program does not roll over automatically

the “notes” for online courses in D2L.

Meeting Adjourned at 4:12 pm