

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 2, 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, Ishita Edwards, Chris Mainzer and Candice Moss

Welcome/Announcements – The meeting was called to order at 2:32pm.

Review of the Minutes – Reviewed and approved the minutes from the December 1, 2011 meeting. Kitty motioned to approve, Chris 2nd the motion.

Action Item Follow-Up

Voted on the definitions of “online”, “hybrid” and “web enhanced” as discussed at last meeting. Will forward to Curriculum for approval.

Agenda Items

1. Reviewed DE Appendices: SOC R106, ALS R101, ECON R100, ECON R101, ECON R102. Approved appendices, and some were approved with some slight changes. There was further discussion about a concern that all DE appendices sound the same. Should the DE appendix form be changed? It was also mentioned that the DE Appendix signatures imply that the appendix has been approved by respective department.
2. Committee members discussed whether the DE committee should become a participatory governance committee? What are the drawbacks? PT Governance Manual would dictate our existence.
3. Bola informed the committee that the posted list of qualified instructors to teach online is available at “SHARE POINT” under “Accreditation 2016”. Also the list of approved DE appendices for courses that can be taught online is available

for viewing through "SHARE POINT" .

4. Certification of new instructors teaching online has been approved by Senate. Re-certification of existing online instructors has not been approved, needs to go forward to Senate.

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~~

~~12/4~~

2/2/12

3/1

4/5

5/3