

### **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 November 3, 2011**

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

### **Members Present**

Teresa Bonham, Dean Marji Price, Bret Black, Diane Eberhardy, Emma Waits, Bola King-Rushing and Ishita Edwards

**Welcome/Announcements** – The meeting was called to order at 2:37pm.

**Review of the Minutes** – Reviewed and approved the minutes from the October 6, 2011 meeting.

### **Follow up**

Marji said that the web cams for ASL must stay with ASL. Marji said she would try to order more web cams for online tutoring and online office hours. Bola suggested using The Learning Center in LRC for web cam. Bola commented that "SKYPE" is free and can be added to any machine on campus. Use of "CCC.confer" for one-way interactive video and 2-way interactive audio is encouraged.

### **Agenda Items**

1. Reviewed and approved PG R101 de appendix.
2. There were no new DE proposals to review. Bola informed the group that the DE proposal form could be improved. He distributed SBCC's distance learning summary form. After a long discussion on SBCC's form, the group came to a consensus that we do not want to implement the summary form on our campus, but we do want to revise our current form in the spring.
3. Teresa informed the committee of the next "DE High-t scheduled for Thursday, November 10th which will meet in the LRC conference room. Marji agreed to write a blurb for Robert to distribute to the campus.

4. The group discussed the terms online class, hybrid class, and web enhanced class. After much discussion, the group members agreed to work on defining the terms on their own and bringing definitions to the next meeting.

**Meeting Adjourned at 4:00 pm**

#### 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)**

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

5. Teresa reported on the DE training opportunities through AT1 and shared a list of scheduled Online Courses available this semester for preparing Online Teaching. Still waiting for announcement from Academic Senate President Robert Cabral regarding monies available to put 5 new instructors through this training program.
6. Dean Marji reported on the DE workshops that she attended this past July at the Curriculum Conference. At the conference there was a lot of discussion on how community colleges in the state will have to be legally approved to teach online courses to out of state students. There will be more information to follow as California colleges continue dialogue on this subject. Large private, for profit companies like University of Phoenix are already certified to teach online classes to the rest of the world.
7. Chris discussed that there are a few science faculty who wish to use the online packages provided by their textbook publisher, which offers a hybrid course of quizzes, assignments and discussions that would be graded by the publisher's web management system. What impact would this have on students required to "pay to take a test" in their class? There will be further dialogue in upcoming committee meetings.

**Meeting Adjourned at 4:04pm**