

### **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 October 6, 2011**

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

### **Members Present**

Teresa Bonham, Dean Marji Price, Christiane Mainzer, Elissa Caruth, 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 September 1, 2011 meeting. There was an error in the "Members Present" section: it should have read "Bret Black" and not "Bret Bart".

### **Agenda Items**

1. The DE appendix for GEOG R101L was reviewed. This will be the first lab taught online for the college GE transfer program. There was some discussion as to, for an online lab, should there be additional information provided under "Methods of Instruction". The committee was not in agreement as to what should be added. Elissa suggested that this lab appendix can be revisited after having it taught online.
2. According to Bola the new DE proposal process will be put on the DE website. It was also suggested that a list of eligible faculty teaching DE courses be published on "Share Point". The committee agreed that a fuller DE web page should be created. Bola mentioned that "College Quick Notes" on the MyVcccd portal could be another resource for sharing DE info. Marji indicated that there is a need to share with all faculty the procedure for training for DE teaching.
3. Teresa informed the committee of the next "DE High-t" scheduled for Thursday, October 13<sup>th</sup> which will meet in the LRC conference room. Elissa and Bola will be presenting on

“Academic Honesty and Plagiarism” with a demo on the new “Turnitin” software that will be made available to faculty. It has been already incorporated in the “Assignment Box” section of D2L.

4. The discussion on the Distance Ed Plan was tabled, it will be brought up at the November meeting.
5. Teresa confirmed with Academic Senate President Robert Cabral that the monies are available for DE Training: send 5 faculty in the spring (2012) and 5 in the fall (2012). How to get reimbursement for faculty registering for “1pertraining.org”. DE training opportunities: who gets priority and a deadline is required for applying. The money can be rolled over to the next semester if not used. Marji asked if faculty can pair up to take a training course together? Will craft an announcement to indicate a buddy or team effort in DE training online.
6. Marji mentioned that 3 or 4 web cams had been purchased for ASL so that students can video their sign and critique. There was discussion as to where the web cams should be installed in a central location on campus. The Learning Center in LRC was mentioned. 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.
7. The committee held a conference call with a Distance Education representative for the San Bernardino Community College District- about an online tutoring pilot they have developed. This is a web-based project in which students log on to a web site using Adobe Connect, type in their questions and a CCC faculty member is there to answer their questions live. Disciplines offered in online tutoring: ASL, Introduction to Algebra, Algebra and Introduction of Bio-Chemistry. The committee agreed that Oxnard College should be included in this one-year pilot project; we will be able to learn a lot about initiating our own online tutoring services.

**Meeting Adjourned at 4:35pm**

#### 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

8. 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.
9. 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.
10. 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**