Modesto Junior College  
Distance Education Committee Meeting  
Meeting Minutes  
November 16, 2015

Present: Joshua Sigman, Mike Smedshammer, Brenda Thames, Eva Mo, Claudia Mery, Mary Silva, Brian De Moss, Leslie Collins, Amy Duffy, Ryan Guy.
Absent: Linda Kropp, Iris Carrol, Shirley Miranda.
Recorder: Donna Yarnal

1. Agenda Approval
   The agenda was approved by the consensus of the group with the addition of topic requested by Joshua Sigman under Canvas next steps.

2. Review Minutes of Previous Meeting
   Link to October 19, 2015 Minutes – Amy Duffy noted a date correction to the minutes; Mike made a correction to the minutes; minutes were accepted with noted correction.

3. Reports on Action Items from Previous Meeting
   - Compensation for faculty who participate in migration of Blackboard to Canvas. Linda has attempted to contact James Sahlman, will continue efforts – to be continued to next agenda.
   - Submit Canvas application form (Mike). Mike completed the form, President Stearns signed the document; Canvas has welcomed us.
   - Create resolution for DEAC Rubric to OEI Rubric (Mike and Eva) – Due to time constraints this is an ongoing agenda item to be followed up on; currently not time sensitive.
   - Establish solid due date for applying to teach in Canvas in spring (Mike) Applications are considered closed. Up to 10 sections will be accepted. Point people from each division would be ideal for future canvas users. Less than 10 individuals expressed an interest so far.

4. Canvas Next Steps (Mike) (spring Canvas courses; Self-paced and Instructor lead Introduction to Canvas course)
   - Link to @One Training Courses  

   Mike reported on happenings since the DE Committee met last; MJC/Columbia structure with separate branding, purchase of separate options as desired by the individual college.  
   Urls will reflect: modesto.instructure.com

   Communications from OEI and Canvas anticipated re: training opportunities, etc. Columbia faculty are “our” faculty (as they have been involved with the pilot (MJC faculty acted as adjuncts at Columbia for the initial pilot with Canvas.) Coordination of communications between Melissa and Mike will continue

   Mike attended a training on Nov. 9th at Ohlone College on how to teach faculty in the use of Canvas. A shell is available to practice on; or a facilitated version is available for use with compliance of: Creative comments license known as “share and share alike.”  
   Mike directed staff to the @one online courses site with links to formal courses that are offered; Introduction to Canvas starts Jan. 11; there is a current waitlist however. A $60 course is available for purchase. Self-paced learning is also an option – it is the exact same class, no instructor facilitates a discussion board and no certificate of completion will be provided.
Onefortraining.org, on-line courses, scroll to the bottom.

Noted that the self-paced option requires discipline! Discussion re: certification; training mandates when migration from WebCT to Blackboard? Mike posed that certification in Canvas be recommended, but not mandated for faculty already certified to teach online.

Discussion that MJC faculty have the following options: @One $65 class, @One self-paced class; (less the discussion board); free local training provided by Mike Smedshammer to those who will be teaching online in Canvas during spring 2016. Questions posed about whether or not the trainings will be about transferring courses from Blackboard to Canvas OR specifically teaching in Canvas.

Mike showed an example of good assignments to refer to for help (i.e., Chris Grothe)

Brian De Moss is the point person with Canvas/OEI.

Mike asked for feedback re: the risk of sending “too many” e-mails? Eva echoed Brenda’s opinion of providing a “big picture” glimpse of how this transition is progressing.

Clarification that the majority of Blackboard classes will be taught in Canvas by fall 2016. Blackboard is shutting off summer 2017. All courses within Blackboard will be backed-up to enable a seamless transition to Canvas.

Joshua inquired as to how on-line students will be notified of the transition from Blackboard to Canvas. Mike referred to a video that was previously used which was successful with respect to the student experience. Discussion about contacting students who are already registered for on-line courses to remind them the course will be taught in Canvas, not Blackboard.

5. **Online Instruction Cohorts update (Mike)**
   - We are entering the last week of the last cohort taught in Blackboard.
   - The advent of the Bachelor’s Degree in Respiratory Care will rely significantly on DE

6. **Captioning You Tube Files We Don’t Own (Claudia with Mike)**
   Claudia Mery shared information about challenges with captioned DVD’s; mandated approvals to use captioning; she and Mike recently participated in a webinar re: captioning. Discussed a recent request for clarification from Jayme Johnson, the OEl point person, which was responded to with a referral to amara.org. Mike reiterated the massive work/involvement Claudia is immersed in with respect to captioning. Eva posed the question if captioning could be done as lectures are developed; avoiding “unintelligible” segments as a strategy.

7. **District IT Update (portal, populating students in Canvas.)**
   - Brian De Moss shared that IT is working on this; students will be populated in on-line courses within 2 days of registration; Mike shared that although funding for the portal has been secured, James Todd has expressed concerns with the interface of the new State-wide Student Planning Portal with respect to D.E. Linking from one portal to another portal should be successful

8. **Senate Report**
   - Nothing new related to D.E.

9. **College Council**
Mike referred to the substantive change proposal re: DE; showed the document electronically; is expected to be approved a week from today. Specifics re: new degrees/programs to be offered online were displayed. Brenda Thames explained that alignment with contract language was acknowledged. Mike emphasized the importance of involvement/participation from the DE Committee before items are presented to College Council. Brian DeMoss explained that Acrobat provides a “compare files” option so that changes to a document can, indeed be distinguished.

10. Items for next agenda

- Mike noted any requests for the next agenda should be e-mailed to smedshammerm@yosemite.edu

- Next meeting – Date of next meeting discussed at length. Jan. 11th, 1:00 (reg. DE meeting.) Followed by meetings on Feb. 8, March 14, April 11th. Breakout re: Canvas during Inst. Week will be offered (to reduce anxiety.)

Meeting adjourned at 2:35 p.m.

Action Item #1:
Who: Mike Smedshammer
What: Will distribute and update of next steps information to appropriate stakeholders to provide a “big picture” vision of the status of this migration.

Item #2:
Who: Joshua Sigman
What: Will Develop Canvas Resource page to faculty resources

Item #3:
Who: Brian De Moss
What: Will follow-up with Marty Gang re: portal concerns. (Discussed State portals; CSU portals – a means for student User ID follows them from portal to portal.)

Item #4:
Who: Mike Smedshammer
What: Based on consensus of this body, more emails (based on the transition from Blackboard to Canvas) are preferred in spite of the risk of “too many.” Therefore, he will email all on-line instructors so they are notified of the status; given a “big picture” view of how things stand as of this moment.