Distance Education Advisory Council
Meeting Minutes
January 24, 2013

Present: Jenni Abbott, Iris Carroll, Yoseph Demissie, Lorena Dorn, Kim Gyuran, Susan Kincade, Linda Kropp, Shirley Miranda, Joshua Sigman, Michael Smedshammer

Guests: Margo Guzman

Absent: Moises Aguilar, Kimberly Bailey, Cheryl Chavez, Leslie Collins, Deanne Dalrymple, Carol Ellis, Laura Maki, Eva Mo, Chad Redwing, Mary Silva, Michael Sundquist, Brenda Thames, Nadia Vartan

Recorder: Amy Bethel

STANDING ITEMS
1. Review and Approve Minutes of Previous Meeting
The minutes were accepted as submitted.

2. Reports on Action Items from Previous Meeting
A. Mike and Susan will meet tomorrow to discuss adding times and descriptions to hybrid courses listed in PiratesNet.
B. Mike shortened and edited the self-assessment rubric for consistency. He has shared it with some online faculty for preliminary feedback. See discussion below.
C. Add authentication to agenda. See Item 7 below.
D. Add online student complaint process to agenda. See Item 5 below.
E. The topic of online student complaint process has not yet been taken to the Deans’ Cabinet.

Action Item:
Who: Susan
What: Discuss online student complaint process with Deans’ Cabinet

The meeting dates and time was changed because of a conflict with the scheduling of the new councils. Distance Education Advisory Committee will now meet on the first and third Mondays of each month from 2:30 – 4 p.m. It was suggested that the meeting location be changed to East Campus. Amy will check availability of an East Campus location and send out a revised meeting invitation to the committee.

Action Item:
Who: Amy
What: Send out revised meeting invitation to the committee after checking on an East Campus location

Yoseph asked to add Portals to the agenda.
3. Updates from Mike: (Blackboard SP10 issues; faculty trainings; Introduction to Online Instruction Course; YFA concerns)
Mike reported that there are problems with Blackboard Service Pack 10. Faculty trainings have been wonderfully attended. Sixty-two people attended a Service Pack 10 workshop and thirty people attended Introduction to Blackboard. The Introduction to Online Instruction Course is going well. All committee members have been included in the course, and two people are going through a pilot of the course. It takes about 10 - 15 hours per week to complete. Faculty are able to take what they learn and immediately apply it to their courses. YFA has concerns about how much training is required before an instructor can teach an online course; why MJC requires training when CC does not; why do instructors have to have training for online when training is not required for face to face. There was discussion.

AREA I: Student Support
4. Online Student Services Workgroup Update
Joshua demonstrated improvements to the Blackboard front page. He will use Alt Tags to show links. He will be able to use a similar format for the website. Lorena asked Yoseph about his research into companies who may help us create our own electronic forms. An online tutoring and counseling demo was done by Shirley Miranda, but at this point, she does not have the staffing to make it work. Kim Bailey used Join Me (joinme.com) for online counseling and it seemed to work well. They are able to track student contact by entering the appointment in SARS.

5. Student Complaint Procedure
Item tabled. Mike stated that it is important and will be addressed at a later meeting.

Action Item:
Who: Mike
What: Add Student Complaint Procedure to future agenda

AREA II: Faculty Support
Mike described edits he made to the Self-Assessment Tool created by the Best Practices Workgroup. He removed all that could be included in a student orientation module, removed redundancies and reduced the document to four pages. The syllabus and Start Here module page still include some items that could go into a student orientation module and will remain there until the orientation module is developed. He did not include the Student Contract with the document and there was discussion as to whether or not they should include it. From DEAC it needs to go to the Instruction Council for review. There was discussion of the title of the document. President Stearns would like to see the word rubric included in the title. It was agreed to make the title “Online Course Design Rubric”. Jenni asked where things were with approval of the flow chart. Academic Senate approved the flowchart and it has been shown to College Council. Once the rubric is complete, it will be sent as a package along with the flow chart for review at Instruction Council. The student contract will be eliminated from the rubric and other changes were noted. It was
agreed to move forward with noted changes. Iris will report that the flowchart and rubric are being developed and that Jenni expects that the grant will come due soon.

**Action Item:**
- **Who:** Mike
- **What:** Forward flowchart and Online Course Design Rubric to the Instruction Council for their review and approval

**Action Item:**
- **Who:** Iris
- **What:** Report that the flowchart and Online Course Design Rubric are being developed and that it is expected that the grant will come due soon

**AREA III: Technology and Infrastructure**

7. **Authentication (Eva)**
   Mike will see if we can expand the WICHE ListServe to distribute more information on authentication and other topics of concern. Yoseph suggested that we create a distribution list that can be used to forward the notes to others.

**Action Item:**
- **Who:** Mike
- **What:** Verify if WICHE ListServe can be expanded to distribute information more broadly and/or work with Yoseph to create a local distribution list that can be used to forward information.

8. **Portal**
   Yoseph stated that he needs to know what menus are needed so he can ensure that we have the infrastructure to support the portal. Joshua confirmed that we would have single sign-on and would like to see one click options to view student schedules, add cards, email, etc. once one is signed in. A similar feature would be available for faculty, so with one click they can see rosters, go to email, website, etc. The DEAC needs to prioritize what the students need to see once they have logged in. Joshua noted that there will be six focus groups meeting soon to identify possible areas located on the portal. It was noted that the Student Services Sub-Committee had been working on identifying Student Services topics that need to be included and that list will be provided to Yoseph. Lorena has sent out a survey to staff and faculty and Martha Robles has held some focus groups. Yoseph noted that the costs are mainly in programming and training of programmers. Several groups need to talk: the Distance Ed Committee, Technology Committee, and Student Services. The group suggested that there be portals for MJC services that currently require passwords, including Blackboard, PiratesNet, Library databases and Email.

**Action Item:**
- **Who:** Mike
- **What:** Ensure that the appropriate groups meet to discuss the portal
9. **Grant Application**
   Jenni will provide a copy of the grant budget for the committee to review. We will soon hear that we have four weeks to complete the grant application. The budget basically asks to fund the MJC Distance Education Plan. We need to find two more collaborative pieces to include in the application. Future meetings will be redirected to the grant.

**Action Item:**
- **Who:** Mike
- **What:** Add Grant Application and Grant to future agendas.

**AREA IV: Governance, Guidelines and Budget**

10. **Committee Rep for College Council (Iris)**
    No report.

11. **MOOC at MJC (Jenni)**
    Tabled until next meeting. The discussion will concern the differences between the terms learning and education.

**Action Item:**
- **Who:** Mike
- **What:** Add to March 4 agenda

12. **DEAC Name**
    Tabled to a future agenda.

**Action Item:**
- **Who:** Mike
- **What:** Add to a future agenda

13. **Items for Next Agenda**
    None discussed.

**Next Meeting:** Monday, March 4, 2012, 2:30 - 4 p.m., Morris Conference Room A