



## Distance Education Committee Minutes

February 14, 2018

Library Basement, Room 10

1:00 pm – 3:00 pm

**Present:** P. Bettencourt, J. Brown (via Zoom), I. Carroll, A. Duffy, R. Ganes, R. Guy, L. Maki, C. Mery, S. Miller, M. Motroni, K. Olson, J. Sigman, S. Skaria, M. Smedshammer (Chair)

**Absent:** J. Abbott, C. Chavez, K. Cruz, J. Forte, J. Hamilton, L. Kropp, J. Macklin, E. Munguia, M. Silva,

**Guests:** None

**Recorder:** P. Wallace

- I. **Welcome and Agenda Approval:** The meeting was called to order at 1:01 pm by M. Smedshammer. The agenda for the meeting was approved by consensus with the addition of Gradebook under New Business. The minutes of the December 13, 2017 meeting were approved by consensus.
- II. **Old Business:** Review of action items from meeting of December 13, 2017.
  - a. For students, whose name is assigned to a gender but has since changed their gender, may request name change in Canvas through M. Smedshammer. E. Mo will notify the club president of this.
  - b. An Academic Senate resolution to endorse membership in the OEI has been completed. The first reading was done on 2/1/2018. The second reading at the Senate meeting scheduled for 2/15/2018. M. Smedshammer asked committee members to show support by attending that Senate meeting. There has been positive response from Instruction Council and the ASMJC President.
  - c. J. Sigman said that L. Hoile is open to the idea of procedures to approve announcements in Canvas. She would like to attend a meeting and discuss in depth. J. Sigman can be the liaison to L. Hoile and bring back information.
  - d. A Canvas announcement for the CCCC "Maintaining a Quality DE Program" webinar on January 24, 2018 was done. M. Motroni attended the training.
- III. **New Business**
  - a. ACCJC Recommendation #4 and the ACCJC Report: The committee reviewed the ACCJC recommendation to Standard II.A.7 and page 30, paragraph 3 of the ACCJC Report. The takeaway is that it seems the accreditors want something on the front end to have definitions for regular and effective contact and then a way to ensure faculty-initiated contact happening. It was suggested to use the OEI Rubric as an expectation for all online courses offered at MJC. The faculty evaluation process for online would need to be changed so that REC can be evaluated. ACCJC found that REC, including feedback in gradebook, was often infrequent and superficial. Often if there was a good score, there wasn't any feedback. When there was feedback, it was often superficial and not substantive. We have to assume the accreditors will want to go back into our courses to verify that we meet the standard.
  - b. Draft REC Policy: The policy was taken directly from the DE Plan. Academic Senate is set to vote on a first reading of the Resolution on 2/15/18. The policy shows major ways to show REC. The Resolution leans on the Announcements tool. There was unanimous consensus to move forward with the REC policy with permission to add a section about instructor initiated email.  
**Action Item #1:** Unanimous consensus to move forward with the REC policy with permission from the committee to add a section about instructor initiated email.

**Action Item #2:** Iris Carroll will set up a meeting to include Jim Sahlman, Sarah Curl, Mike Smedshammer, Curtis Martin and himself to discuss access for evaluation.

**Action Item #3:** Check with Canvas to see if gradebook can be viewed without student names.

- c. Canvas Gradebook: Extra credit works if there are already points given for other assignments. Unless other concerns arise, we will plan to move ahead with moving to the new gradebook this summer.

#### IV. Reports:

- a. Instructional Design Coordinator's Report
  1. Status of the DE Plan: This is back in full swing. Attention has been refocused to ACCJC report and its portion to the DE plan. It is now in place.
  2. Spring training schedule: There will be a Friday series focusing on REC, 1-2 pm every Friday started 2/23/18. The series will be anchored by guest speaker Tracy Schaelen speaking on March 30<sup>th</sup> on Humanizing the Online Experience.
  3. NameCoach update: This is now working in Beta. Student only has access to their own information with name and chosen gender pronouns. Faculty will have access to all students. This may open up with the next couple of weeks.
  4. Instructure visits MJC on 2/15/18: There are new analytic aps.
  5. STANCOE Technology Conference: M. Smedshammer is presenting at this conference on 2/24/18 at CSU Stanislaus. Promoting student equity.
  6. Turnitin bought Vericite: This recently occurred. Turnitin realizes Vericite's LTI is deep and will use their technology to do the same.
  7. Chancellor's Office Conference: This was kind of a bust; the audio was not done well. P. Bettencourt is asking for an archive form of the conference.
  8. @One Digital Learning Day: This is scheduled for 2/22/18. This is @One's version of the Chancellor's Office conference.
  9. OER meeting on 2/21/18: Moving forward with meeting here.
  10. Sky Tallone video: Sky Tallone will do a video about REC. It is hoped it will be completed in time for the fall Institute Day.
- b. Dean's Report: The OEI application will make its 3/1/18 deadline with Senate approval. The Proctoring Network has been frustrating partly because the Proctorio still needs to be pre-loaded onto the Chromebooks before they are shipped to participating colleges.
- c. Help Desk Update: No report
- d. Technologies for Removing Barriers for Students: no report
- e. District IT Update: No report
- f. Campus Technology Committee: This committee met two weeks ago with the District Technology Committee. The discussion was encouraging. It's a new day with the new IT leadership. Brainstormed how to move forward. Lue Martin from Help Desk is in training to become a lead trainer on YCCD software, such as Office 365. R. Guy requested follow up on the e-add card recommendation made by this committee last year.

**Action Item #4:** Request status/follow-up on e-add card recommendation made by DEAC last year.

- g. Disability Services: The new director is Jacquelyn Forte. Her interest/focus is increasing the number of students testing for disabilities. More and more students with disabilities are enrolling in online classes. Many of these students have trouble logging in and do not seem to know what

to do once they are in. Many do not seem ready. Faculty need tips on how to identify students with a disability in online classes.

**Action Item #5:**

Faculty need tips on how to identify students with a disability in online classes.

- h. College Council: Robust discussions were held on joining the OEI and the hiring prioritization process. Discussion of the integrated Equity/SSSP/Basic Skills plan took place. There was a careful review through the ACCJC report and overview of the new funding accounting model for apportionment. This week's Just the Facts, data indicated the online success rates right up with face-to-face classes. OEI participation will benefit MJC through the success and completion rates.
- V. **Three Take-A-Ways** from this meeting
- a. REC Policy is ready to go with email addition
  - b. NameCoach will be an added tool
  - c. Continued conversation ensuring a process for REC (YFA contract access to address the recommendation)
  - d. Promote the Friday REC speaker series
- VI. The next meeting will be Wednesday, March 14, 2018.
- VII. Meeting adjourned at 2:57 pm.