



Distance Education Advisory Committee
Meeting Minutes
March 4, 2013

Present: Jenni Abbott, Iris Carroll, Cheryl Chavez, Margo Guzman, Kim Gyuran, Susan Kincade, Linda Kropp, Shirley Miranda, Eva Mo, Joshua Sigman, Mary Silva, Michael Smedshammer, Nadia Vartan

Guests: None

Absent: Moises Aguilar, Kimberly Bailey, Leslie Collins, Deanne Dalrymple, Yoseph Demissie, Lorena Dorn, Carol Ellis, Laura Maki, Chad Redwing, Michael Sundquist, Brenda Thames

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. Discuss online student complaint process with Deans' Cabinet (Susan)

Susan reported that the student complaint process will be the same for online students as it is on campus.

Action Item:

Who: Iris Carroll

What: Will check in Library for the current Student Complaint form/procedure information and report back to us.

B. Send out revised meeting invitation to the committee after checking on an East Campus location (Amy)

-Done-

C. Add Student Complaint Procedure to future agenda (Mike)

-Done (See A)-

D. Forward flowchart and Online Course Design Rubric to the Instruction Council for their review and approval (Mike)

Minor changes were suggested. Once these are completed, Mike will forward the flowchart and rubric.

E. 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. (Mike)

Action Item:

Who: Mike Smedshammer

What: Will email us subscription information when he has all the details.

F. Ensure that the appropriate groups meet to discuss the portal (Mike)

-Done-

G. Add Grant Application and Grant to future agendas (Mike)

-Done-

H. Add MOOC to future agenda (Mike)

-Done-

I. Add DEAC name to future agenda (Mike)

-Done-

Yoseph Demissie has accepted a position elsewhere and will no longer be on the Committee.

3. Updates from Mike: (Blackboard issues; faculty training cohort—grandfather certified instructors?; YFA/Senate reports; joint meeting with Columbia at Bianchi Center in Oakdale March 22; Moodle/Canvas Pilots)

Blackboard Update: Mike reported that regular meetings are starting up again with Blackboard to address issues. One issue is that there are four servers that host our information. In addition, we are also paying for server space that is used. Margo, Michael, Melissa Colon and Moises Aguilar will be involved in the meetings. If anyone has any issues, they should let Mike know.

Faculty Training Cohort/ Grandfather Certified Instructors: The faculty training cohort is going great. There was discussion that those who have completed the @One training, the Advanced Blackboard class, or other @One courses than the ones offered by MJC should be grandfathered into the Master Online Instructors designation. There was discussion of other recognitions that might be implemented. It was agreed to add Recognitions for Those Completing Training to the next agenda for further discussion. Mike added that an MOU is being developed.

Action Item:

Who: M. Smedshammer

What: Add Recognition for Those Completing DE Training to March 18 agenda

YFA/Senate Reports: Mike has attended YFA and Senate meetings to share the activities of the DEAC. The Senate is impressed with the work that is being done. There was discussion as to whether or not the Senate needs to sign off on the committee's work. The decision will be left to the Senate and Administration to work out. Currently there is Senate representation on the DEAC and on College Council where decisions to move forward are made.

Joint Meeting with Columbia: A joint meeting between Columbia College and MJC is scheduled at the Bianchi Center in Oakdale on Friday, March 22, from 9:30 – Noon. They held a similar meeting last year and it was a great opportunity to share ideas. Mike encouraged committee members to attend.

Moodle/Canvas Pilots: Mike met with Pedro Mendez and John Branlund in Technical Education to discuss their use of Moodle. They will continue to use Moodle as a pilot. Allan Boyer and Tim Vaughn are also currently running a pilot in Moodle. A Canvas pilot is being conducted this semester as well.

AREA I: Student Support

4. Online Student Services Workgroup Update

Website and Portal, Electronic Forms, Video Conference Tutoring and Counseling

Website and Portal: Joshua reported that all conversations he has had having to do with the portal have been with Yoseph. Further conversations will need to be held with the person taking his place. Margo Guzman noted that the portal need not be completed for rebuilding the website to begin. Joshua stated that he would like to have an idea of where things are going with the portal so he can design the MJC website with the portal in mind. Website content will be housed in SharePoint. Several websites were displayed on the projector where the portal is located within the website. Users must log in to get into the site. The portal will not be developed until the new Vice Chancellor of Technology is hired. Joshua can begin redesign of the website without waiting for portal information.

Electronic Forms: Electronic Forms are still being developed.

Videoconference Tutoring and Counseling: Mike reported that he believes that we can get counseling online through JoinMe.com. There was discussion of how this could work with the counselors as they are understaffed. Conversation moved toward the concept that online counseling could be in addition to the face-to-face appointments that counselors are familiar with. Susan reported that in conversations with the ACCJC last week, it was determined that Recommendation 7 regarding online student counseling will be addressed.

5. Student Complaint Procedure

Item was not discussed.

AREA II: Faculty Support

6. Self-Assessment Rubric Suggestion: Add Section for Faculty-to-Student Contact (See over)

Brian Sanders contacted Mike and suggested including a section for addressing how the faculty make contact with their students. Mike provided a document containing the CCC Chancellor's Office DE Guidelines. Mary stated that she thought it was included originally. Mike will check out earlier versions of the draft rubric to see if it was somehow edited out. LaBaron Woodward from the CCCCO is sharing what needs to happen and faculty initiated contact with the students is the big issue. Faculty are expected to make contact regularly with the student and there was discussion of acceptable methods of doing so. Eva suggested contacting YFA for them to weigh in on the rubric. There was discussion that as the rubric was intended for self-evaluation only. Mike will look at earlier versions for sections related to student contact and will add the item to the March 18th agenda for additional review. Susan will hold off on sharing the rubric with the Instruction Council until after the next DEAC meeting. Eva noted that Academic Senate is concerned that decision making may take longer as documents and processes are vetted back and forth between councils and the Senate. Susan suggested that the concern be addressed at College Council.

Action Item:

Who: Mike

What: Add Course Design Rubric to March 18th agenda

7. Summer Institute? (Mike)

Mike does not have time to develop a summer program. Some suggestions were offered:

- Best Practices shared by star faculty

- Offer a two day “conference” so people could come to see different topics.
- Do a presentation like that done at Columbia.

AREA III: Technology and Infrastructure

8. Authentication (Eva)

Item was not discussed.

AREA IV: Governance, Guidelines and Budget

9. College Council (Iris) and Instruction Council

Item was not discussed.

10. MOOC at MJC (Jenni)

11. DE Grant and the Need for Data (Jenni)

Items 10 and 11 were discussed concurrently. Jenni reported that the sequestration issue leaves a lot of unanswered questions about grant funding. She stated that in spite of the sequester, we still need to go through the process. We will have 30 days to respond after receiving the grant. We are working with Merced College to develop a collaborative program for the grant as it is based on collaboration with other institutions. She asked if there would be merit in utilizing MOOCs. There is not a high success rate, so she wants to run the concept past the DEAC. Some Community Colleges are using them in a flipped method where students hear the lecture online and come in to a classroom for study and exams. A Gates Foundation Grant was just awarded to Mt. San Jacinto to develop MOOCs that will allow students can work to improve assessment scores. It can also be used in the high schools to demonstrate to the high school students what skills they need to be able to assess into college level courses. Kim Gyuran suggested DIY where we offer training for industry as in workforce or community education. Mike suggested perhaps an online student orientation. One of the critical elements is that we have had wide-spread conversations to determine what direction we want to go and to show that we are being truly collaborative. Jenni added that they feel that our baseline data is not robust enough. She is not sure what else we can offer. She and Mike are working on developing a survey and she shared the questions that they had currently developed and asked for additional ideas or questions to add to the survey.

1. How satisfied are you with your experience taking courses online at MJC?
2. Do you feel that your online educational experience equals that of courses taken face to face?
3. Are you satisfied with the amount of contact you have with your online instructor?
4. Do you feel connected to other students in class when you take an online course?
5. How likely are you to recommend online courses to others?
6. Based on your experience in online courses so far, how much are you looking forward to taking more online courses at MJC?

Additional questions were suggested:

1. What types of activities did you find most satisfying? Least satisfying?
2. What motivates you to drop an online course?
3. How likely would you be to complete a fully online program? 90%? 80%? Etc.

There was further discussion of how to present the survey, context of the questions, and how to evaluate the responses. Jenni expressed a need for an additional collaborative element. Susan asked since it is a Title V Grant, how does it serve the Hispanic student? Jenni answered that this particular grant is targeted toward strengthening online programs to help serve the Hispanic students. Iris suggested exploring ways to build community within the online courses as lack of community has been identified as a reason that some Hispanics may not complete online courses. Kim suggested building an online Hispanic mentoring program. Eva added that the Diversity Committee is making a first year mentoring program. Kim suggested adding a peer mentor in the class. Joshua suggested finding someone at the university who is taking classes in the same subject so that they can help tutor and be a contact for the MJC student when they transfer to the university. Jenni closed her presentation with reiterating the need for collaborative ideas. Susan expressed concern and described issues with MOOCs in CA Community College.

12. DEAC Name

Item was not discussed.

13. Items for Next Agenda

- Recognition for Those Completing DE Training
- Online Course Design Rubric

Meeting adjourned at 4.

Next Meeting: Monday, March 18, 2013, 2:30 – 4 p.m., MM Conference Room A