# Distance Education Committee Minutes
## March 8, 2017
## Library Basement, Room 10
## 1:00 pm – 3:00 pm

**Present**: J. Abbott, C. Chavez, A. Duffy, R. Ganes, M. Guzman, C. Mery, S. Miller, M. Motroni, B. Riley, M. Silva, M. Smedshammer (Chair)

**Absent**: J. Brown, I. Carroll, G. Charles, L. Collins, D. Cornejo, J. Forte, R. Guy, L. Kropp, L. Maki, E. Munguia, J. Sigman

**Guests**: None

**Recorder**: P. Wallace

I. **Welcome**: The meeting was called to order at 1:02 pm. Steve Miller, a political science faculty member, was welcomed to the Committee. His name will be forwarded to Curtis Martin to be appointed as an Academic Senate representative.

II. **Approval of agenda**: The agenda was approved by consensus with notice that Item IV. A. (DE Plan 2018-2022) would occur upon arrival of J. Abbott.

III. **Approval of minutes**: The minutes of February 8, 2017 were approved by consensus.

IV. **Old Business**: Review of action items from meeting of February 8, 2017.
   a. DE Plan 2018-1022: J. Abbott led the committee through an activity called compression planning. The topic, Distance Education Plan, was divided up into five main areas within the plan and then sub-topics of those goals were assigned to one of the five main areas.
      1. Faculty Support: Pair mentoring for new online faculty (6 dots), create online videos for reference (0), create academy to develop and incorporate OEI rubric (6), provide faculty training and support to participate in OEI exchange (0), provide training for video conferencing and other technologies (0).
      2. Student Support: Develop badge system such as tutoring, readiness, super-user (2), develop fully online degrees (3), improve communication to students for online support (3), join OEI course exchange (0), develop multiple proctoring solutions for face-to-face and online (OEI) (5), support online counseling and tutoring (0)
      3. Technology and Infrastructure: Explore the ability to access resources (admin rights) (1), identify an online instructor toolkit (1), identify and obtain plagiarism tool (2).
      4. Governance/Guidelines and Budget: Identify on-going online resources for online tools.
      5. Enhance and support face-to-face courses with instructional technology (8): Bridge gap between K-12 and MJC for online learning (2), develop small group and individual faculty for face-to-face faculty and technologies that relate to Canvas (0), develop options for open education resources, professional development, assist and support (2),  humanize technology to improve student equity and success (2), Improve compliance accessibility
      6. Other - Committee Name Suggestions: Academic Technology (1), Online and Technology Enhanced Learning (5), Electronic Learning (eLearning) (0).

b. The E-add card resolution was passed by the Senate. It has triggered conversation at Columbia and also with President Stearns to apply the idea to all waitlists in general, not just for online classes.

c. M. Smedshammer will meet with A. Alt who will assist in finding a funding source to subscribe to Respondus.

**Action Item #1:** M. Smedshammer will meet with A. Alt regarding funding to subscribe to Respondus.

d. The sub-committee on Technology Enhanced Instruction (TEI) met on 2/13/17 to dovetail distance education within the Educational Master Plan (EMP). This sub-committee will also be utilized to assist in updating the Distance Education Plan.

e. Eighteen faculty have applied to attend the Online Teaching Conference (OTC). J. Todd approved all that applied to attend as well as M. Smedshammer, C. Chavez and F. Arias. M. Smedshammer will also be a presenter at this conference on the top five ways to use LMS to improve equity.

f. Some of the online faculty are participating in the free Vericite pilot. M. Smedshammer is using it in his online training course and asking his participants to submit using both Vericite and Turnitin. Vericite is easy to submit. There is concern that Vericite doesn't have a large library of papers to compare to. It has access to items globally. Turnitin's library also includes papers that have been submitted since their conception.

g. The sub-committee for finding a local OEI proctoring site met at the MJC Testing Center. MJC charges $15 for proctoring. They do outside proctoring 30-50 times a month. OEI proctoring sites are required to be free for students from community colleges within the consortium. Questions: Could MJC waive its fee for students from the OEI consortium? Do MJC students that need proctoring for a non CCC college or university have to pay the $15 fee?

h. M. Guzman will take on seeking permissions to send CAD facility drawing to J. Sigman for Google Maps.

**Action Item #2:** M. Guzman will follow up on permission to send CAD facility drawings to J. Sigman for Google Maps.

i. M. Smedshammer will review Accreditation Standard II.A. and make sure that Distance Education concerns/issues are in the standard.

**Action Item #3:** M. Smedshammer will review Standard II.A. and make sure that DE concerns/issues are included in the standard.

j. M. Smedshammer will finish a draft, "regular and effective contact" guideline to review at the next meeting.

**Action Item #4:** M. Smedshammer will finish a draft of "regular and effective contact" guideline for review at the next DEAC meeting.

V. **New Business** – None

VI. **Reports**:
   a. Instructional Design Coordinator's Report
      1. The online instructor cohort is going strong and completing week ten. One person withdrew due to carpal tunnel issues.
      2. Canvas was down for three hours. There was not a Plan B for those hours offline.
      3. M. Smedshammer has been asked to share the "Start Here" module with Lake Tahoe Community College.

4. M. Smedshammer has been working with Brian Greene on the District copyright policy and, in particular, how the Teach Act affects it.
5. The Survey of Online Student Experience (part of the CESSEE survey) has been distributed on Canvas.
6. M. Smedshammer will share a video of how OEI will work with students with the committee.

**Action Item #5:** M. Smedshammer will share with the committee a video of how OEI is supposed to work for students.

b. District IT Update
1. Reminder that Blackboard will be tuned off in June. IT is completing the deletion of old courses in Blackboard.

**Action Item #6:** M. Smedshammer will remind faculty that Blackboard will be gone at the end of the spring semester. It will not be available for summer Maymester.

**Action Item #7:** Consensus to notify faculty that Blackboard will not be available after May 31 and to plan accordingly for students with Incomplete grades by moving courses to Canvas before Blackboard is turned off in June.

c. Grants, SSSP, Portal
1. The Portal-mobile portal is further along. The portal will be ready for a soft rollout for faculty and staff in May and full roll out in August for students. There will be a single sign-on for faculty and staff. There will be links for Canvas and Hobson Starfish.
d. College Council – Topics at the last meeting included EMP, accreditation and goals for improvement.
e. Campus Technology Committee – All priorities 1-9 on Program Review (PR) were approved.
f. Disability Services – C. Mery shared a concern about the quality of mid-term exams and course material packets that have been turned in for conversion for DSPS students. The quality has been so bad that she has had to complete re-type some of these materials before converting.

**Action Item #8:** Bring back to a future meeting the issue of quality of tests and course packets that need to be converted electronically for DSPS students.

g. Help Desk – C. Chavez is enjoying working with faculty training. She is starting to receive phone calls and emails from faculty as they become aware of her new role.

VII. **Three Take-A-Ways** from this meeting
a. Compression planning is cool.
b. Everyone that applied gets to go to OTC.
c. Transcribing tests and course materials for DSPS students.

VIII. **Other** – Reporting structure for DEAC. Engaging all Voices is currently being reviewed for re-design. The result of this re-design may give DEAC a reporting structure. There are four college committees that don't have a clear reporting structure. It was agreed that DEAC needs a defined process.

IX. The next meeting will be Wednesday, April 12, 2017.

X. Meeting adjourned at 3:05 p.m.