Present:  Amy Duffy, Brenda Thames, Cheryl Chavez, Eva Mo, Joshua Sigman, Michael Smedshammer, Jenni Abbott, Iris Carroll, Linda Kropp,  
Absent:  Brian Demoss, Shelley Circle, Shirley Miranda, Claudia Mery, Mary Silva  
Recorder:  Amanda Cannon

STANDING ITEMS

1. Agenda Approval
   The agenda was approved by consensus of the group.

2. Review Minutes of Previous Meeting
   The minutes were approved by consensus of the group.

Action Item:
Who: Mike
What: Share Dropbox permissions with Josh so he can link them to the website.

3. Reports on Action Items from Previous Meeting

   - Will follow up with Claudia Mery about the DSPS compliance checklist to send out to our listserv (Mike). Mike has followed up and is waiting for an update.
   - Check with Nora about data regarding DE retention and success by impacted groups (Mike/Brenda). Mike shared this information with the Equity Committee. Overall success rates for online instruction by ethnicity. There needs to be a way to compare like courses offered both online and face to face. Jenni noticed that these numbers are duplicated. Providing a list of questions to Nora asking to fine tune the reports will help get the answers we are needing.
     - [https://drive.google.com/file/d/0B74OF2hVSP2c0pXcXdQbVVxSlU/view?usp=sharing](https://drive.google.com/file/d/0B74OF2hVSP2c0pXcXdQbVVxSlU/view?usp=sharing)

Action Item:
Who: Mike
What: Check with Nora to see if report can be ran unduplicated with success and retention shown only where there is online and on-campus equivalent course.
Kaupp Article: “Latino-White Achievement Gap”
https://drive.google.com/file/d/0B74OF2hVSP2YV9URjRjeGg2TFU/view?usp=sharing
There is a point being made in the article that fewer Hispanic women take online faces versus face to face. Qualitative data proved that the success of the class based on relationship with the instructor, not method or means. These students are looking for connection and don’t feel they can get that in online methods.

- **Check on funding for Summer Academy (Mike)**
  Brenda Thames has approved an additional $500 for instructional supplies in addition to $500 for food to bring the total up to $1000. E
- **Follow up on plans for the OTC in San Diego (Mike)**
- **Ask Susan Kerr to present on Canvas (Mike)**
- **Create a Doodle Poll for best times for DE Committee to meet (Mike)**
  Mike will send it out. 1st or 3rd Monday of the month, 1:30-3.

**AREA I: Student Support**

4. **Student Equity Plan Update (Brenda)**
   The plan needs to be updated and revised by October. It is unclear what the allocation will be. $100 mil at state level to be disseminated. The dean position will be announced soon. A researcher position and “instructional designer”. Mike thinks the overlap would allow for a “universal” instructional designer. This position was conceived as a faculty coordinator position (pedagogical coach/expert). Instead of looking for research analyst, we will consider a new researcher.

**AREA II: Faculty Support**

5. **Online Instruction Cohorts update (Mike)**
   Rather than having a new cohort go through a 3 month process, Mike has created a hybrid 1 month refresher package available in May. 25 people have applied to attend. $500 stipend available through Equity committee for those that successfully complete.

6. **DE Summer Academy (Mike)**
   5/20 10am to 2 lunch and instructional supplies (wireless mouse, webcams, etc). Amanda will procure those items with a budget number from Brenda.

**Action Item:**
Who: Amanda/Mike
What: Procure instructional materials for the DE Summer Academy.

7. **Furniture and Technology for Library Basement 10 (Mike)**
   70 inch flat screen television mounted on a cart with wheels. Cart is from STEM money and a projector mounted in the ceiling shooting on an 8 ft screen with build in ceiling speakers. Ethernet and power was cut and needs to be replaced.
8. Online Ed Regional Meeting Report (Mike)
   San Mateo College put on by the State Academic Senate. It was more informational than
   educational.

9. Foothill Peer Online Course Review (POCR) meeting report (Mike)
   The only courses that would be in the state wide consortium would be core courses. Mike
   would like to move that we adopt the OEI Rubric.

    Mike says there are 16 people signed up and are funded through STEM and the Equity
    Committee to attend. All names need to go to Geri Robles to take advantage of the group
    discount ($40 off groups of 10). Please send out an email advising people to wait for
    registration so that they can receive the discount (Mike). Participants need to be ready to
    give an update in Fall 2016.

    **Action Item:**
    Who: Mike
    What: Send out an email to participants advising people to contact Geri Robles.

11. Online instructor of year update (Mike)
    Nomination form link is listed on blackboard. 200 faculty have been nominated. Brenda
    suggested that we make a “Faculty of the Year” update available on the MJC website.
    Nominations are due by June 1st. Eva Mo and Linda Kropp volunteered to participate in the
    committee.

    **Action Item:**
    Who: Mike
    What: Invite DE committee members to help selecting Online Faculty of the Year.

**AREA III: Technology and Infrastructure**

12. Blackboard Updates (Mike)
    Every May we archive courses older than 2 years. Signed and updated contracts that will
    take us through Spring 2017. Marty Gang and Mike are still talking about universal shells.
    Scheduled for May 12th at midnight.

13. OEI Update http://ccconlineed.org/ (Mike)
    No update.

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

14. DE Program Review (Mike)
    Shift to OEI Course Rubric (Mike) https://www.dropbox.com/s/2jnsrx51vbvkg3z/OEI-
    OCDR_2015_FULL_FINAL.pdf?dl=0
    Mike helped write this rubric so there is a huge MJC presence. After working with it he finds
    that it covers everything we want. Mike moves that we adopt it as a replacement to the in
    house rubric. Remain in compliance with future state OEI rubric updates.
15. DE Program Review
   Not happening at this time.

16. Senate Rep (Eva, Leslie, Iris, Mary)
   N/A

17. Large class provisions online subcommittee update (Eva)
   Check with senate president and Becky Gaines.

18. College Council (Mike)
   N/A

19. Items for next agenda

   Meeting adjourned at 4:27 pm.

   Next Meeting: TBA