Absent: Leslie Collins, Mary Silva, Brenda Thames, Claudia Mery, Brian DeMoss, Ryan Guy, Iris Carroll.
Recorder: Donna Yarnal.

I. Welcome and Room Celebration

Last mtg. of the semester. New computer cart with 15 laptops now available in LB 10 (added to the recently available projector and speakers.) Laura Maki is a new Dean on the DE committee; she teaches on-line and has served on the DE committee previously. Mike is happy to say that we now have a fully functioning lab.

II. Agenda Approval – No changes

III. Minutes Approval: [Link to March 14, 2016 Draft Minutes]

Corrected the spelling of Iris Carroll’s name (originally Carroll was missing an L.) Minutes were posted to the website by Mike.

IV. Old Business
   a. Review of Action Items From Previous Meeting (See Minutes)

Jackie reported on the status of the single sign-on portal – it has been purchased, however implementation depends on priorities of projects within I.T. Concern expressed that there was an understanding that we had purchased the product along with installation, or that an outside contract had been secured for the installation. When Jenni arrived she explained that this issue is not about funding, rather prioritizing current projects (CROA, Ellucian, etc.) She suggested that we keep James Todd closely in the loop on this subject in an effort to keep this moving along. Eva spoke to the Senate regarding the single sign-on portal; unfortunately due to an extension of the meeting many had left Senate meeting before hearing the update. Eva will continue to report on the portal to senate.

Action Item #1:
Who: Eva Mo
What: Will bring the subject of a single sign-on portal up at the next Academic Senate meeting

Mike and Joshua recently met with the technology committee; Joshua reported the backlog of other projects within IT including the migration of Oracle to SQL which is probably a factor related to the delay implementing the single sign-on portal. They will continue to check on this, and it was in the minutes.

Joshua spoke with Claudia; new computers have been secured with the necessary hardware; however additional software for captioning is yet to be acquired. A new support person in Columbia should help with the workload of DSPS staff at Modesto. Eva felt that as a committee, perhaps DE should make a statement about our position on this subject and emphasize the priority to comply with accessibility mandates with respect to close captioning. Perhaps the DE committee should have a better idea of the volume of requests for captioning and how our intervention might help.
Action Item #2:
Who: Amy Duffy
What: Will find out from DSPS what the current volume of close captioning requests is.

b. Distance Ed Addendum Recommendations (see below)

Mike has sent accessibility (Section 508) information to Barbara Adams. (Review of the document on-screen.)

a. **DE Program Review**

Mike reviewed the document on the screen, referring to the Executive Summary portion. Discussion about the Chancellor’s continual endorsement of DE. Mike included a comparison to Alan Hancock’s DE Program staffing which has been recognized for its success, yet their volume of DE offerings isn’t nearly as big as MJC’s. Jenni Abbott explained how the trend for DE almost matches F2F instruction. Mike shared a graph provided by James Palmer re: statistics related to DE. (Online vs. in Class Retention to Success Rates.) A dramatic jump started in 2012 when the DE Plan was written. Jenni also pointed out that a decline in evening courses occurred about the same time as an increase in DE was apparent.

b. **OEI Rubric Adoption Resolution**

Reviewed resolution on screen – Eva said it is on the agenda for the last senate meeting for the term. 1st Reading.

V. **New Business**

a. **Online Instructor of the Year, 2016** – Mike suggested following the process previously used, was posted on Blackboard based on student input; a committee met to make the final decision; was emulated like the Purdy Award. Everyone agreed. A link on Blackboard goes to a google survey. Mike will look into options for posting it on Canvas as well. Currently all instructions teaching in Canvas are also teaching in Blackboard.

VI. **Reports**

a. **Canvas (Mike)** – Recently attended a YFA negotiations meeting where the level of access in Canvas was a discussion topic; specifically the role/access of an Evaluator. A quality on-line evaluation process seemed to be a mutual goal.

Mike demonstrated the start here module in Canvas; especially how an instructor would get the module; reviewed course structure, course overview, etc. He acknowledged the Netiquette resources as well as help options. Convenient custom views of help for students and faculty are available. The Commons link, Start here for the MJC Start here module for Canvas.

Action Item #3:
Who: Mike and Jackie Forte
What: Will work together on Title IX language and reporting link into Start Here module

b. Grants, SSP, SSEP (Jenni, Michelle, Jacquelyn)
Jenni shared a project related to STEM and technology/DE needs; Mike thanked her for the recent technology made available by the STEM grant. Discussion about the gap with DE/F2F vs. the demand (by students) for more DE.

Jackie shared her involvement with respect to the BSI and closing the achievement gap and how she hopes to include data with respect to DE instruction in the future.

**Action Item #4:**
Who: Jenni Abbott
What: Will invite James Todd to the 1st DE meeting in fall to discuss the Starfish by Hobson portal; she will convey concerns expressed by DE so he can be prepared to clarify, help us understand the timeline with respect to this migration

c. District IT Update (Brian) Not present
d. Senate (Eva) Same as previously reported (re: the subject of the portal at next meeting.)
e. College Council (Mike) Mike shared the agenda; main focus currently is accreditation; slight mission statement revision;
f. Campus Technology Committee (Joshua, Ryan, Mike) A survey is under development; Mike would like a standing report from DE to be included, as well as a report from District Technology, and MJC Web Developer Joshua Sigman.
g. Disability Services (Claudia) Not present

**VII. Adjournment**

**Action Item #5:**
Who: Mike (and Donna)
What: Agenda for first meeting in fall to include faculty/student contact discussion; followed by a possible Senate resolution.