Distance Education Committee Minutes
April 11, 2018
Library Basement, Room 10
1:00 pm – 3:00 pm

Present: T. Akers-Porter, P. Bettencourt, I. Carroll, C. Chavez, A. Duffy, R. Ganes, R. Guy (via ZOOM), L. Kropp, C. Mery, S. Miller, K. Olson, J. Sigman, M. Smedshammer (Co-Chair)

Absent: J. Abbott, J. Brown, K. Cruz, J. Forte, J. Macklin, L. Maki, M. Motroni, M. Silva, S. Skaria, J. Zellet (Co-Chair)

Guests: Scott Kerlin

Recorder: P. Wallace

I. **Welcome and Agenda Approval**: The meeting was called to order at 1:01 pm by M. Smedshammer. The committee was welcomed to the last meeting of the spring semester. The agenda for the meeting was approved by consensus. The minutes of the March 14, 2018 meeting were approved by consensus.

II. **Old Business**: Review of action items from meeting of March 14, 2018.

a. P. Bettencourt and J. Macklin have agreed to make the e-add card recommendation from last year a summer conversation in hopes of bringing a report back to DEAC in the fall. Columbia and MJC need to be part of the conversation.

Action Item #1: E-add card recommendation from last year. Patrick Bettencourt and Joe Macklin will meet during the summer in hopes of bringing back a report to DEAC in the fall.

b. J. Forte is working with the Learning Disabilities Specialist to compile a list of tips that can be shared with online faculty.

Action Item #2: Claudia Mery will share this list with the Committee when it is completed.

c. Next steps for those indicating interest in OER at MJC have not been developed yet. It is still on M. Smedshammer's and P. Bettencourt's "to do" list.

III. **New Business**:

a. Online Education Plan. 2018-2022: The title has been changed from DE Plan to OE Plan. M. Smedshammer thanked the sub-group. Their work was vigorous. The plan benefitted from the back and forth collaboration. OE has grown from 18% to 28% of students taking at least one online class; there are plans to join the OEI. Strong Workforce and CTE hybrid classes are growing. Moved from Blackboard to Canvas. The success rates on online courses by ethnicity, the numbers are growing closer together. The proctoring network is set up for online classes that need a proctored exam. The implementation of AB 705 by fall 2019 will change the look of transfer level offerings. P. Bettencourt and M. Smedshammer will meet with the District to be sure they understand the scheduling of online and hybrid classes as they relate to apportionment. C. Chavez job title is changing to Instructional Support Specialist-Distance Education. M. Smedshammer job title is changing to Distance Education Coordinator. A classified professional will be hired as an instructional designer to focus on CTE. Program goals include becoming part of the OEI. Local training will take place be part of the local team the reviews courses using the OIE rubric. The purposed state online college, in its current set up, will impact what we want to do with CTE as it is focused on these students. This OE Plan is a five-year plan. In the fall the committee will have to figure out what it will tackle first. The potential online degree list in appendix A will help us to go forward. Appendix B is a review of the ACCJC accreditation standards as they relate to online

education. Appendix C lists the committee charge and membership. In order to disseminate information and updates, an effort will be made to include at least one online faculty from each division. Appendix B addresses the regular and effective contact guideline. Appendix F addresses the MJC online course review process.

Action Item #3: The committee reach unanimous consensus to approve sending the Online Education Plan 2018-2022 forward to Academic Senate for approval.

The OE Plan will have a first reading at Academic Senate prior to the end of the school year. Formal approve will be after the second reading in the fall.

Action Item #4: The OE Plan is a five-year plan. In the fall the committee will figure out what it will tackle first.

Action Item #5: M. Smedshammer and P. Bettencourt will meet with District regarding scheduling of online and hybrid classes as they relate to apportionment.

b. SOSE CCSE Data Discussion: Scott Kerlin reported out on the Non-Returning Student Survey, an attempt to get a picture of why students did not return to MJC

IV. **Reports**:

a. Instructional Design Coordinator's Report
   1. REC Update: Is approved and in the OE Plan
   2. Pat James: Will be at Columbia College on Friday, April 13 and will be broadcast to MJC from 9 am to noon.
   3. Accessibility Training: C. Mery and M. Smedshammer presented last Friday and it was well attended. There will be three trainings in all covering general accessibility using the editor built into Canvas, accessible documents, and accessibility for multi-media captioning.
   4. NameCoach: Has been installed and it is working. It was reported it does not transfer over to other classes and there isn't any notification if someone has put in their entry.
   5. Tracy Schaelin: Tracy was everything we expected plus more. Approximately 40 people attended, including several virtually.
   6. Sky Tallone videos: continues to work on the REC video.
   7. Summer Training Update: Sixty-five have applies for 40 spaces. The finalized list should be available soon.
   8. Respondus Monitor: This monitor recognizes when the student is not focused on the test. It creates a report with a timeline. L. Scheg wants to pilot this. Respondus gives us 200 seats in the Respondus monitor. L. Scheg will be asked to report to the committee in the fall.

Action Item #6: L. Scheg will be invited to a future DEAC meeting to report on the Respondus Monitor pilot.

   9. Next District IT Meeting: this committee meets next week and M. Smedshammer will attend.
   10. CSU Breadth Accepting Online Lab and Communications: R. Guy will update the committee in the fall.

Action Item #7: R. Guy will update the committee in the fall regarding CSU Breadth Accepting Online Lab and Communications

b. Dean's Report: We do not know when the proctoring network will be available. Both C. Chavez and M. Smedshammer are on the Board of Trustees meeting agenda with revised job titles. The deans have reviewed the online certificate programs. Meeting with the District to discuss how to calculate and report to the state distance education non-credit. Thinking about offering chat

support on the Canvas web site. This will be piloted in April-May. Will expand if it works well. Thursday morning will be the first OEI department meeting.

c. Help Desk Update: Received several calls of which 99% have been resolved.
d. Technologies for Removing Barriers for Students: No report
e. District IT Update: No report but there is a back end problem with Canvas
f. Campus Technology Committee: Priorities from the CTC Plan for fall. These should be studied as possible priorities for this committee in the fall.
g. Disability Services: Last Friday was DSPS certificate recognition. Some students mentions that online courses helped them to complete their degrees
h. College Council: Update on REC, new website, studying idea of fully online catalog. Must be able to integrate with our curriculum system.

V. **Three Take-A-Ways** from this meeting

a. Online Education Plan goes to Academic Senate
b. Accessibility Series is happening on Fridays
c. Summer cohort--two running this summer.

VI. The next meeting will be Fall 2018. Looking at moving meeting time to 3-5 pm

VII. Meeting adjourned at 3:01 pm.