



Distance Education Committee Minutes

September 13, 2017

Library Basement, Room 10

1:00 pm – 3:00 pm

Present: J. Abbott, P. Bettencourt, I. Carroll, C. Chavez, K. Cruz, A. Duffy, R. Ganes, J. Hamilton, L. Kropp, L. Maki, C. Mery, S. Miller, E. Munguia, K. Olson, P. Pimentel, Sr., J. Sigman, M. Smedshammer (Chair)

Absent: J. Forte, M. Motroni, M. Silva

Guests: None

Recorder: P. Wallace

- I. **Welcome and Introductions:** Canvas is at full speed and Blackboard is in the rear view mirror. Committee introductions were made.
- II. **Approval of agenda:** The agenda was approved by consensus with notice that Item V. a (Updating membership information on the DE Committee home page) would occur after the approval of the minutes.
- III. **Approval of minutes:** The minutes of April 12, 2017 were approved by consensus.
- IV. **Old Business:** Review of action items from meeting of April 12, 2017.
 - a. Over the summer, M. Smedshammer will fill out the rubric based on assessment that has already been done and send it to the committee for vetting. Once approved, it will be submitted to College Council. This item was not completed. It was tabled to the next meeting.

Action Item #1: Mike will report back on this at the next meeting. Tabled.

- b. During the summer, M. Smedshammer added online course marketing to the revision list for the updated DE plan. It was noted that we may end up with a fully online DE pathway. An OER pathway is another doable (zero cost textbooks). Cost benefit is for the student. Some faculty are very interested, others are not. Marketing should be built into the DE plan as a priority.
- c. C. Mery will connect with B. Riley regarding the quality of tests and course packets that need to be converted electronically for DSPS students and identify in which areas it has been an issue. A list needs to be produced so that DEAC can communicate gently with the faculty. We need to find out who will be B. Riley's replacement on this committee. It was noted that N. Backlund has a class that might be able to handle some of the keyboarding.

Action Item #2: Claudia will communicate with Mike regarding faculty who may need to be gently guided about the poor quality of testing packets and the difficulty of converting these items electronically for DSPS students.

Action Item #3: Mike will find out who will be replacing Ben Riley on DEAC.

- d. Previous winners of the Online Instructor of the Year award along with Dean L. Maki composed the committee to choose this year's winner. Professor Robert Stevenson was selected for the honor which was presented during the Institute Day program.

V. **New Business**

- a. The committee reviewed the membership information on the DE committee home page.

Action Item #4: Joshua will update the membership on the webpage.

- b. Last spring the committee participated in a compression planning session for the purpose of updating and producing the 2018-2022 DE Plan. A sub-committee of I. Carroll, J. Abbott, S. Miller, P. Bettencourt, A. Duff and M. Smedshammer was formed to work on the draft and bring back to the larger committee.

Action Item #5: Sub-committee of J. Abbott, P. Bettencourt, I. Carroll, A. Duff, S. Miller, and M. Smedshammer will draft 2018-2022 DE Plan and bring back to DEAC.

- c. In every class there appears a link to Office 365 and Google Drive. Google Drive is only needed when the campus is a google campus. M. Smedshammer recommends that Google Drive be removed from Canvas

Action Item #6: M. Smedshammer will investigate whether it would be wise to remove Google Drive from Canvas.

- d. Discussion ensued on whether to purchase Name Coach which is a Canvas LTI Tool. It inbeds into Canvas to record a student's name and photograph. It is only done on a voluntary basis by the student. Not much enthusiasm from the committee to commit to this product. Consensus to let this issue go.

VI. **Reports:**

- a. Instructional Design Coordinator's Report
 1. Four accreditors were given evaluator access to every online Canvas shell. It was suggested that in the future we should inform faculty beforehand.
 2. In May, M. Smedshammer and C. Chavez trained many faculty in Canvas in all levels (Beginning/Intermediate/Advanced).
 3. More than twenty faculty attended the Online Teaching Conference in Anaheim, CA. This was supported by equity funds. M. Smedshammer did an equity presentation at the conference (using MJC data) which showcased that we have closed our gap between face-to-face and online as well as the gap between white and Hispanic students. This resulted in four invitations from other college to make the same presentation at their institutions using their data.
 4. During the summer all the Distance Education related web pages were significantly updated. For the accreditation on-site visit, committee members were urged to download the ISER and search "distance ed" so that you are familiar with what is written there.
 5. The fall 2017 Canvas training cohort began last week. It is a nice large group with lots of interaction. There will be one stipend paid out at the end of the training rather than split three ways as was done last year.

6. The OEI Proctoring Network is the future for proctored exams within the CCC system. We are now part of the network. Process/policies need to be drawn up. It needs to become part of the MJC Testing Center rotation.

Action Item #7:

Policies and procedures need to be written to begin using OEI Proctoring Network in the MJC Testing Center. OEI Proctoring needs to get into the Testing Center

rotation.

7. OER needs to become part of the updated DE Plan.
 8. The Accreditation site visit is October 2-5, 2017. Accreditors may be in Canvas shells earlier than that.
 9. Respondus has been purchased again. M. Smedshammer's opinion is that it will be here for the foreseeable future. It works best in a well in a controlled environment, such as a computer lab.
 10. Columbia College is using VeriCite which is half the price of Turnitin. They are not getting the deeper integration they were expecting.
 11. J. Hamilton and B. Sanders will do a distance education presentation to the Board of Trustees tonight. This committee should be proactive in the growth of distance education. M. Smedshammer believes out success is adhering to the online trained teacher list. Faculty coming in should have had some kind of training equivalent to the MJC training to show validation that they are capable in online teaching modality. The need to grow should not stress quality control.
 - b. Help Desk Update: C. Chavez noted there was a lot of activity the first weeks that the college was in session. Recently, more technical issues have been coming up.
 - c. District IT Update: P. Pimentel Sr. noted that the Vice Chancellor of IT search application period has been completed. Hoping to have this position in place by November.
 - d. Grants, SSSP, Portal: J. Abbott reported that the Portal roll out is maybe a year away. An active directory must be in place before Hobsons and the Portal can run properly. Each student has to opt for an account. A major marketing plan would need to take place to get this accomplished. IT recommends that conversion be done only during the months of October or February-March. Hobsons is being developed and tested.
 - e. Campus Technology Committee: The new technology plan approved last spring is now on the website.
 - f. Disability Services: See item IV. C above.
 - g. College Council: Enrollment is fairly flat.
- VII. **Three Take-A-Ways** from this meeting
- a. Use Office 365, not Google Drive
 - b. Accreditation is lurking. What should faculty expect?
 - c. DE Plan
- VIII. The next meeting will be Wednesday, October 11, 2017.
- IX. Meeting adjourned at 3:01 p.m.