



Distance Education Committee
Meeting Minutes
April 15, 2013

Present: Cheryl Chavez, Carol Ellis, Kim Gyuran, Susan Kincade, Mary Silva, Michael Smedshammer
Guests: None
Absent: Jenni Abbot, Iris Carroll, Margo Guzman, Eva Mo, Joshua Sigman, Shirley Miranda, Lorena Dorn, Moises Aguilar, Kimberly Bailey, Leslie Collins, Deanne Dalrymple, Laura Maki, Chad Redwing, Michael Sundquist, Brenda Thames, Linda Kropp, Nadia Vartan
Recorder: Cheryl Chavez and Amy Bethel

STANDING ITEMS

1. Review and Approve minutes of Previous Meeting

The minutes of 4/1/13 were accepted as submitted.

2. Reports on Action Items from Previous Meeting

A. Suggest addition to the Instruction Council membership to include DE Committee rep (Susan)

Next week Susan will circulate a request for input into the membership of the Instruction Council. She will suggest adding a representative from the Distance Ed Committee to serve on the Instruction Council. Further discussion is needed. Right now they don't have a consensus. It has been agreed at the DEC that it will be more effective to have a rep on the Instruction Council rather than College Council.

Action Item:

Who: Susan Kincade

What: Suggest adding a representative from the Distance Ed Committee to serve on the Instruction Council.

B. Ensure the expectations of the federal government with regard to authentication are broadly shared across the campus (Mike)

Mike is currently sharing the information with the cohort. He will be getting a list ready and will send out a notice to the DEC and the Distance Ed Cohort once it is complete.

Action Item:

Who: Mike Smedshammer

What: Notify online instructors about authentication.

C. Put out a call for presenters for the Summer Institute (Mike)

Mike has already sought out presenters. He currently has some confirmations. He stated that the Summer Institute is scheduled for May 22. He is currently requesting a grant from the Foundation to provide breakfast and lunch.

D. Add Clarification of DE Committee Representative roles and the reporting out structure for the committee to a future agenda (Mike)

Action Item:

Who: Mike Smedshammer

What: Add Clarification of DE Committee Representative roles and the reporting out structure for the committee to a future agenda.

The item was added to the agenda for discussion.

E. Revise the Course Design Rubric so the new faculty/student contact section fits smoothly with other sections.

Mike has made changes based on suggestions from the previous meeting. Mike will be discussing this later in the meeting.

- 3. Updates from Mike: Regarding archiving old courses.** Mike has been working with Moises to archive old courses in Blackboard. Currently our limit is 8,000 FTE, but we have about 30,000. This is a slow but continuing process. Mike also mentioned that Service Pack 11 will be installed on May 8, 2013. This service pack will include a great new feature in the discussion board which will not allow students to view other student's discussion posts until after they have posted their own.

AREA I: Student Support

4. Online Student Services Workgroup Update

Website and Portal, Electronic Forms, Video Conference Tutoring and Counseling

Website and Portal:

Not discussed.

Electronic Forms:

Mike reported that Campus Technology Committee is close to getting Acrobat Pro. Martha Robles, IT and the Technology Committee have considered creating electronic forms. Mike is concerned that too many different groups are looking at the same problem in different ways. Susan asked him to send her an email and she will see what she can do to get the ball rolling. Carol noted that she had seen some of the software that could be used to create the online forms. It becomes a matter of cost.

Action Item:

Who: Mike Smedshammer

What: Email Susan about the forms issue.

Videoconference Tutoring and Counseling: Mike reported that he has not heard that there has been any new progress on online counseling, although the join.me pilot seems to have worked well.

AREA II: Faculty Support

5. Course Design Rubric:

Mike was looking through original draft for mention of the word “community” and found the word mentioned twice. Kim asked about the item P-Student Contract. Mike responded with information about an orientation component/module being worked on. Hearing no objections, those in attendance agreed that we should move forward with presenting the document to the Academic Senate and Instruction Council. Eva should as the Senate Representative, carry the document forward to the Academic Senate.

Action Item:

Who: Mike Smedshammer

What: Forward the Course Approval Flowchart and Design Rubric to Eva for the Senate and to Rob Stevenson and Susan Kincade for Instruction Council.

6. Summer Institute:

In the 5 year plan, section 2.3, states that a Summer Online Teaching Academy will be held. Mike mentioned that its part of the faculty support. This is a one day event scheduled for May 22. Mike plans to discuss Service Pack 11, share best pieces from the online instruction courses as well as the wiki tool. Then there would be lunch. The afternoon portion would be where faculty share something they use in their course. This will be located in Founders Hall 111. The doors will open at 8:30, and the morning session is 9:00-12:00. He hopes to create a registration form. He said that a flex number will be available. Kim and Mike will discuss the possibility of splitting the day so more people can attend.

Action Item:

Who: Mike Smedshammer

What: Organize and promote the Summer Online Teaching Academy.

AREA III: Technology and Infrastructure

7. Blackboard archiving old courses:

Discussed above.

AREA IV: Governance, Guidelines and Budget

8. College Council (Iris) and Instruction Council

Mike went to College Council in Iris’ stead. There was not much discussion of Distance Ed; there was discussion about whether or not to bolt down the tables in the Fireside Lounge.

11. DE Grant Update

Jenni was unavailable to report, but Mike informs us that Jenni continues to hold out hope that we will be funded from this year’s submission. We should hear within the next month if we were given the grant.

13. Items for Next Agenda

This was the last agenda for the semester. Kim asked if we have an idea what we would tackle for next fall and spring. Mike has several things he wants to do, but they are not really committee items. Kim suggested that we work on the Online Orientation. She would also like to see us talk about retention and success. Susan said we can work through WCET.

Mary thought the Orientation session would help. Kim thought that building community might help to retain students. Susan said you can take a website and create a place where items of student interest are located. A brainstorming session was suggested.

Action Item:

Who: Mike Smedshammer

What: Add student success to the next agenda.

Meeting adjourned at 3:15 pm.

Next Meeting: Fall Semester-TBD