



Distance Education Advisory Committee
Meeting Minutes
April 1, 2013

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

STANDING ITEMS

1. Review and Approve Minutes of Previous Meeting

The minutes of 3/18/13 were approved as submitted.

M. Smedshammer commented that for that past several meetings, the items lower down on the agenda have been tabled. S. Kincade suggested and it was agreed that the agenda be addressed from the bottom up.

AREA IV: Governance, Guidelines and Budget

13. Items for next agenda

M. Smedshammer noted that he will no longer send reminders for meeting agenda items, but let the committee know that they can always request that items be added.

12. DEAC name (Standardize to DE Committee)

It was decided to change the name of the committee to Distance Education Committee. L. Kropp asked about the IRC (Instructional Resource Center) and if it still existed. It has gone through several changes. With the renovation of the libraries, it is currently on hiatus. It will likely become part of the DE area in the High Tech Center, but it will be different than it was before.

11. DE Grant Update (Jenni)

Because J. Abbott was away at a conference, M. Smedshammer and S. Kincade reported the new Title V DE Grant will not be funded this year. There are some funds from this year that may be distributed. There is a possibility that we may be eligible to receive funds for this year given that we were close to the cut off. Should this happen, we will not have to reapply for the grant.

10. College Council (Iris) and Instruction Council

M. Smedshammer asked S. Kincade to speak to where the DEC fits in with the Instruction Council. I. Carroll stated that she began going to College Council thinking she would be reporting out from the DEC to the College Council. She learned that she was there as a resource in case DE topics arose. After reviewing her charge as a rep on

the DEC, it appears that she should report out to Instruction Council. In looking at the charge of the Instruction Council, there is not a DEC rep on that council. Susan reported that she has spoken with President Stearns. Now is a good time to change memberships as all of the councils are being evaluated. Susan further stated that she thinks it will be good for Iris to become a representative on the Instruction Council and as such will be able to report issues to the College Council.

Action Item:

Who: S. Kincade

What: Suggest addition to the Instruction Council membership to include DE Committee rep (Iris)

AREA III: Technology and Infrastructure

9. Authentication

E. Mo opened the topic by saying that when the Accreditation site visiting team was here, they asked about authentication. S. Kincade explained that authentication is part of instruction and what the federal government expects is that in addition to a login and password, faculty must have discussions and short answer questions to become familiar with their online students so they can recognize when/if the student appears that they are no longer doing their own work. Multiple choice questions are not enough. Eva said that she would like to see this information shared at IC, Academic Senate, through flex activities, and at the summer institute. After discussion, it was determined that no further exploration of the topic was necessary.

Action Item:

Who: M. Smedshammer and S. Kincade

What: Ensure the expectations of the federal government with regard to authentication are broadly shared across the campus

8. BlackBoard Renewal

M. Smedshammer reported that we will remain with BlackBoard for two more years through April 2015. During the next year, we will develop the standards that we want. Those standards will be shared with the vendors. Systems will be reviewed. Sandboxes will be created for faculty, IT, and Tech Services to fully experiment with the systems before a decision will be made. Not a lot of Flash is used, but Java is and is a problem. M. Guzman shared that we will need to have a decision prior to the day the contract is up. BlackBoard will shut down their system on the day the contract is up. The Distance Ed Committee, IT, Student Services, Deans, Academic Senate and others will have the opportunity to provide input into the decision. S. Kincade described the bid process. MJC and Columbia will go into the bid process together.

AREA II: Faculty Support

7. Summer Institute? (Mike)

M. Smedshammer stated that he would like to do a Summer Institute. He said that he knows that it takes energy and would like to make it informative, but simple. In concept, the itinerary for the day would include:

Morning

Showcase MJC Online Instruction Program
Review best practices
Highlight the Wiki Tool

Lunch

Afternoon

Faculty presentations highlighting a successful online tool or teaching strategy

The institute will be held in May so that new ideas can be incorporated over the summer and in time to use it in the upcoming fall semester. Eva suggested a creating a theme. Student Interaction was suggested as was collaboration. The Office of Instruction will host. A call will go out to see what people can bring to the workshop. There are several out there who are doing really neat things and we need to approach them to see if they would be willing to participate.

L. Kropp expressed concern that we expose users to trials of tools like Web 2.0 and get them used to using them and then the college chooses not to pay for it. She would be willing to do a workshop on Voice Thread if the college will support it. Susan will look at what we have available that might serve the same purpose. She would entertain the ideas of providing Voice Thread if more people are interested.

E. Mo asked if there is anyone who is responding to requirements coming to us from the state. In June Michael will attend the Annual Conference of Community College Distance Education. They will try to explain what the governor has in mind. He will bring back information. S. Kincade thought they would be talking about it at the CIO Conference she will be attending this week.

Action Item:

Who: M. Smedshammer

What: Put out a call for presenters for the Summer Institute

6. Recognition for DE Training (Mike)

M. Smedshammer would like to add a section 2.21-Recognition on page 15 of the Distance Education Plan. He read a draft of proposed language. Iris asked about those not taking the MJC courses, but are taking the @One courses instead. If a faculty takes the @One training plus the Advanced LMS course they can also receive the Online Master Teaching Certificate. Accreditation has recommended that we have our on-line faculty go through training. Linda noted that there is no recognition for those only

completing the full @One certification. It was decided to add an additional bullet to say that MJC recognizes the efforts made by faculty taking the time to complete the @One program. A certificate will be provided to those faculty.

Mike added that he sat down with Debi Bolter, Accreditation Co-Chair, to review the DE Plan and they reviewed the timeline. He was impressed by how far we have gotten.

The process for moving changes to the DE Plan and the rubric for online faculty was discussed. S. Kincade will talk with James Todd, Academic Senate President, to determine how to best keep the Academic Senate informed of the work of the Distance Ed Committee. There was further discussion of committee representative roles and who should report out to whom.

Action Item:

Who: M. Smedshammer

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

**5. Course Design Rubric ad-hoc committee on Faculty/Student Contact (Iris, Mary, Mike)
(See attached draft)**

M. Silva, I. Carroll and M. Smedshammer met and using suggestions made at the last meeting and the language in the regulations, edited the Regular and Effective Instructor and Student Contact portion of the Course Design Rubric. There was discussion regarding how the document will be used and how to best present it to the Academic Senate. Michael will revise the Course Design Rubric so the new faculty/student contact section fits smoothly with other sections. Michael will go back to the Academic Senate to share the document.

Action Item:

Who: M. Smedshammer

What: revise the Course Design Rubric so the new faculty/student contact section fits smoothly with other sections.

AREA I: Student Support

4. Online Student Services Workgroup Update

Website and Portal, Electronic Forms, Video conference tutoring and counseling

M. Smedshammer is continuing to work with the Counseling Office to develop online counseling services.

3. Updates from Mike: (Bb in-line grading; faculty training cohort; approved unit credit; archiving old courses)

M. Smedshammer reported that the faculty training cohort is going well.

2. Reports on Action Items from Previous Meeting

A. Will use today's discussion [3-18-13 meeting] to revise the "Regular and Effective Contact" section of the self-assessment rubric and report back to us.

M. Smedhammer reported that BlackBoard Service Pack 11 will have improvements, including how to block students from seeing what other students have written in discussions until they themselves have posted.

The meeting with Columbia College in Oakdale was nice. There were good presentations. Deanne Dalrymple and Chris Groth presented on behalf of MJC.

Having made it through the agenda, the meeting was adjourned.

Next Meeting: Monday, April 15, 2013, MM Conference Room A