



Online Education Committee
Minutes
January 13, 2021
In Zoom
1:00 p.m. - 3:00 p.m.

Present: Patrick Bettencourt (Co-Chair), Chris Briggs, Paul Brogan, Ashli Bumgardner, Iris Carroll, Amy Carvelho (ASMJC Rep), Cheryl Chavez, Amy Duffy, Richard Garcia (ASMJC rep), Ryan Guy, Linda Kropp, Joe Macklin, Laura Maki, Claudia Mery, Steve Miller, Elida Miranda Zaragoza, Shirley Miranda, Nicole Morris, Kurt Olson, Tina Akers-Porter, Dr. Theresa Rojas, Joshua Sigman, Mike Smedshammer (Co-Chair)

I. Welcome and Agenda Approval

II. Minutes Approval:

1. [Link to December 9, 2020 Draft Minutes](#)

Minutes approved

III. Old Business: Review of Action Items from Previous Meeting

- i. Verify from Dec 2020 meeting that OEC agrees to go under Senate as a consensus organization with co-chair structure.

Completed

- ii. Ashli will reach out to Senate Pres. Chad Redwing to help with the visual in Shared Governance document

Completed

- iii. Updates on [Excel Sheet of Degrees Close to Fully Online](#)

1. Linda will email Mike the two degrees/certificates that should be considered online.

Completed

- iv. Mike will send Doodle invitation to ad-hoc committee on Webcams and Remote Proctoring. Richard will invite one more student rep. Ad-hoc Committee will draft a guideline for January meeting review.

Completed

1. Link to [Draft Guidelines for Webcams, Video Recordings, and Remote Proctoring](#)

Mike shared the Draft Guidelines for Webcams, Video Recordings and Remote Proctoring document. With some research, the

subcommittee came up with some recommendations. A lively discussion ensued where questions and concerns were shared among the group. This document will be labeled as a draft and shared with Chad Redwing. **Action Item** Mike will forward to Chad and Academic Senate.

- v. Steve will email Tina change suggestion to “Conferences” on DE Addendum form.

Resolved

- vi. NetTutor hours need to be announced/updated to students
A Canvas announcement had been posted earlier this week.
- vii. Mike will contact Joe about Mediashare decommission information to faculty.

We decided that since IT had a lot going on, we needed to let faculty know that we would stop using MediaShare. So we stopped the brakes on that. Then Joe mentioned that existing MediaShare had been saved. Publishing of new videos has been disabled. It’s there, but there’s no support. Early this semester Joe will need to meet with Mike and Kathy and maybe Jeff Swank on communication. Then set the date and execute it.

Action Item Mike will set up a meeting and invite Kathy from Columbia, Joe, and Jeff Swank. Mike will ask Jeff if he will draft a workflow for faculty. He will request that the form be sent to Mike. Then Mike can work with Ashli to get the workflow clear, then can distribute the information.

IV. New Business

1. Definition of Online Course to Include Synchronous Modality

Mike shared the Online Education Plan. Potentially add to Fully Online, Hybrid, and Enhanced.

Action Item Form ad-hoc committee to potentially revise some language and come up with suggestions to expand the definition of Online Class to include synchronous. Committee: Mike, Ryan, Richard, Ashli, Patrick (Rob and Ruth)

V. Reports

1. Dean’s Report (Patrick)

Major project is OEI grant wrapped up on Dec. 31. Producing the final report. Received a lot of input from other areas. Mentioned that the 24/7 Canvas phone support is no

longer available. But 24/7 chat support is available. Patrick wrote to Instructure to ask about phone support.

2. DE Coordinator Report (Mike)

Fall cohort training and additional Fire Science cohort wrapped up.

Spring cohort with 18 faculty starts Monday.

Institute Week recap

Cell Learning Lab Grant. Looking at equity in online STEM courses. Halfway through. Teaching 6-week program in summer.

3. Help Desk (Cheryl)

OEI Grant, rosters for trainings Mike and Thaddeus host. Reminder that Cheryl can change display names for students. Email Cheryl at

onlinelearning@yosemite.edu Zoom Webinars: Monday and Thursday this week.

Joe points out that we don't have a policy for name changes to let them know where the name change will be used. Ryan proposes drafting a policy. Mike suggests Student Success and Equity Committee works on this policy. Add topic for discussion for New Business of changing student names in email. Take this issue to College Council?

Action Item Patrick will take to Dean's Cabinet on next steps.

4. Instructional Designer Report (Ashli) Change in policy for captioning. Ashli

worked on a draft with Mike. She shared the document with the committee.

Action Item Ashli will add the document to the Faculty Resources page. She shared information about the student resources page from the MJC site. Ashli provided instructions on how to get Canvas assistance.

5. District IT Update (Joe Macklin)

IT is thanking MJC for the recognition at Institute Day. Continue work with Self Service. Seeking faculty representation for the features of self service.

6. Campus Technology Committee (Joshua & Mike)

Committee is scheduled to meet next week.

7. Disability Services (Claudia)

Busy processing e-text. Many DSPS stating they need Canvas assistance. She's been

receiving a lot of requests from faculty about captioning. Claudia and her team will

caption any videos for courses in which students with accommodations need captioning.

8. ASMJC Report (Richard)

Meeting Friday, Jan. 15 and will update after that.

9. [College Council](#) (Patrick and Mike—Mission and Vision Statements, Hiring Prioritization)

Mentioned that Dr. G is the temporary President of College. Enrollment is down 16% Still discussing Mission and Vision Statements.

10. OER/ZTC Report (Shirley)

Reported we hit over 1 million dollar mark for savings with ZTC/OER books. Next training starts Monday with 20 participants. ZTC plan is going for a 2nd read to Academic Senate this month. Ashli has been working on creating an infographic of all the success. of OER/ZTC.

11. Division Concerns

i. Agriculture and Environmental Sciences

ii. Allied Health, Family & Consumer Sciences (Amy)

Amy is reporting feedback from her division.

iii. Arts, Humanities, and Communications (Ryan)

Ryan shared feedback. Many in division are happy that Adobe is available to install on machines. One mentioned Adobe package doesn't include Captivate.

iv. BBSS (Kurt, Linda, Steve)

v. Student Services / Counseling (Mary)

vi. LLA & Library (Theresa, Iris)

vii. PRHE (Paul)

viii. SME (Laura, Tina)

ix. Technical Education (Adrian)

VI. Three Take-A-Ways from This Meeting

1. Webcam guidance
2. Possibly adding another modality for Online.
3. Reminder that names can be changed in Canvas (contact Cheryl)
4. Captions must be done by faculty unless there is a documented need. Then take advantage of the DECT grant (contact Claudia to set this up).

VII. Next Meeting Date (February 10th) & Adjournment