



Online Education Committee  
Minutes  
February 10, 2021  
In Zoom  
1:00 p.m. - 3:00 p.m.

**Present:** Patrick Bettencourt (Co-Chair), Christopher Briggs, Ashli Bumgardner, Amy Carvelho (ASMJC Rep), Cheryl Chavez, Adrian DeAngelis, Amy Duffy, Ryan Guy, Josh Hash, Laura Maki, Claudia Mery, Steve Miller, Elida Miranda Zaragoza, Shirley Miranda Brenes, Kurt Olson, Tina Akers Porter, Dr. Theresa Rojas, Michael Smedshammer (Co-Chair)

**Guest:** Ruth Luman

I. Welcome and Agenda Approval

Mike called the meeting to order at 1:00 pm. With approval from the committee, we began the meeting with item under Old Business, section three.

II. Minutes Approval:

1. [Link to January 13, 2021 Draft Minutes](#)

Minutes approved by the committee.

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

1. Mike will forward Draft Guidelines for Webcams, Video Recordings, and Remote Proctoring to Chad Redwing and Academic Senate.

Mike and Patrick took this to Senate. Some faculty would like the option to require cameras on. The committee discussed sending the camera policy forward. Discussion about the student FERPA rights waiver form.

**Action Item:** Mike will attend the next Senate meeting and report on the discussion about [Guidelines for Webcams](#).

2. Re: Mediashare, 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.

Mike has drafted a workflow. He will run it by Kathy. Things are moving ahead. The information will be shared with faculty soon. **Action Item:** Mike will run the Mediashare workflow by Kathy at Columbia.

3. 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)

i. [Draft Online Definitions Proposal Here](#)

This item was addressed first.

Plan to expand the number of offerings. Four terms total: Online Synchronous/Asynchronous and Hybrid: Hybrid/Hyflex. The committee expressed their thoughts and suggestions on this document. **Action Item:** The ad-hoc committee on Course Modalities will report at next meeting.

4. Patrick will take Name Change Request workflow to Dean's Cabinet for next steps.

Right after our last OEC meeting, Patrick shared the information at Deans Cabinet. It was already an active topic. Moved it to District Cabinets. It is moving through, according to Laura Maki. It will be talked about at District Council.

**Action Item:** Patrick will update on Canvas Name Change at next meeting.

5. Ashli will add Video Captioning Policy to Faculty Resources page.  
The link has been added.

**Action item:** Ashli will add announcement about updating Zoom

IV. New Business

1. Reconstitute OEC Mission Statement Ad-Hoc Committee

College mission statement is shorter, but now gives us opportunity to update ours as well. Patrick, Mike, Amy, Richard, Ashli and Steve Miller will be on ad-hoc committee.

**Action Item:** The Mission Statement Ad-Hoc Committee will report at next meeting

V. Reports

1. Dean's Report (Patrick: [CTE Pathways Grant Final Report](#))

- College bought 6 camcorder recording packages for faculty check-out. They are in Campus Safety.
- Patrick shared one page of CTE Pathways Grant Final Report

2. DE Coordinator Report (Mike: Survey from CVC-OEI, Invitation to Join CELL STEM Humanizing Academy, Spring Cohort Update)

Mike sending out a survey to faculty: What do faculty want from the OEI?

Shared Humanizing Academy website. Hoping for two groups of 4-5 faculty go through the 6-week training this summer.

3. Help Desk (Cheryl)

Cheryl will lead a couple Zoom/Canvas webinars for students on Feb. 22 and Feb. 25.

4. Instructional Designer Report (Ashli)  
“Where to find help” page updated to reflect availability of 24/7 phone support and chat.
5. District IT Update (Josh Hash or Joe Macklin)  
WebAdvisor changes. Time Entry (March). March 22 Registration vs. Self-service Laptop are available for students at security. Some talks about the changes that will be needed for courses such as ‘HyFlex’ in the future.
6. [Campus Technology Committee](#) (Joshua & Mike)  
Mike forwarded his requests to the committee.
7. Disability Services (Claudia)

No report.

8. ASMJC Report (Richard)  
Amy will let Richard (and other students) know about the ad-hoc committee.
9. [College Council](#) (Patrick and Mike)

Mike reported they mainly talked about funding available to use.

Campus email and “reply all” option. It’s not an issue here, so it was left alone. Guided Pathways was talked about. Passed Mission and Vision statement with possible fall implementation.

10. OER/ZTC Report (Shirley)  
17-18 faculty members finished the first spring 2021 training. ZTC Plan passed Senate. Focusing on beginning some of the work in the plan.
11. Division Concerns
  - i. Agriculture and Environmental Sciences
  - ii. Allied Health, Family & Consumer Sciences (Amy)
  - iii. Arts, Humanities, and Communications (Ryan)
  - 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. 24/7 Phone Support continues!
2. Continuing work to revise the definition of 'Online Classes'
3. Work together on getting technology in place for returning to campus.

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

Meeting was adjourned at 2:40 pm.