Online Education Committee
Minutes
September 9, 2020
In Zoom
1:00 p.m. - 3:00 p.m.

Present: Patrick Bettencourt (Co-Chair), Paul Brogan, Ashli Bumgardner, Iris Carroll, Cheryl Chavez, Amy Duffy, Richard Garcia Jr., Ryan Guy, Linda Kropp, Joe Macklin, Claudia Mery, Elida Miranda-Zaragoza, Steve Miller, Shirley Miranda Brenes, Kurt Olson, Tina Akers-Porter, Dr. Theresa Rojas, Joshua Sigman, Michael Smedshammer (Co-Chair), Jennifer Zellet

Absent: Jenni Abbott, Jacqueline Forte, Laura Maki

I. Welcome and Agenda Approval

Mike called the meeting to order at 1:00 p.m. The committee was introduced to new ASMJC rep, Richard W. Garcia Jr. Introductions were made. Agenda approved.

II. Taking OEC Minutes

1. We will try group minutes
2. We will try this in Teams next time. Mike will work with Josh Hash on this.

III. Minutes Approval:

1. Link to April 8, 2020 Draft Minutes
2. Approved

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

1. Joshua will talk with Flerida about financing for the Starfish Integration
    i. Starfish may cost quite a bit more. We will keep an eye on this. Faculty may not be aware of how much access Starfish gives to the Canvas gradebook.

V. New Business

1. Review of Appointed Positions
   ACTION ITEM Joshua S. will update.
    i. Becky retired.
    ii. Mary Silva left committee. (Need two more faculty appointed by Academic Senate. Kurt Olson and Ryan Guy willing to serve.)
    iii. ACTION ITEM Mike will forward names to Chad Redwing
2. Dates for fall meetings. November 11 is Veteran's Day. Would November 4 work?
    i. Yes, Nov. 4 will work. We will record. ACTION ITEM Mike will reschedule in Outlook.

3. NetTutor reduction in hours
    i. NetTutor originally provided for free by the CVC-OEI. Report that NetTutor will begin charging by FTE. Will need to check with Jillian and Sheri for further information. This is simply to raise awareness. ACTION ITEM Mike will check with Sheri.
4. Update OE Mission Statement to include equity?
    i. Current: "MJC uses current best practices to update and deliver challenging, dynamic distance learning opportunities that meet the needs of students in remote locations with diverse home, family and career demands" https://mjc.edu/governance/distanceedcommittee/index.php ACTION ITEM Mike, Patrick, Shirley, Kurt, Elida, Richard will be part of an ad-hoc committee to review and discuss the OE Mission Statement.
5. Update to Regular and Substantive Contact rules: "The new rule [set to go into effect in July 2021] defines the interaction as meeting the standard if it satisfies at least two of five conditions: providing direct instruction; assessing or providing feedback on a student's course work; providing information or responding to questions about the content of a course or competency; facilitating a group discussion regarding the content of a course or competency; or other instructional activities approved by the institution's or program's accrediting agency."
    i. Representatives will share this information with their constituencies.
6. MediaShare update. 3CMedia Option
    i. Representatives will share this information with their constituencies.
    ii. Faculty-created videos go to 3C Media; other videos to Claudia Mery
    iii. The Committee supported halting downloads to MediaShare now, and halting streaming video from 3CMedia as of December 31.
7. Curriculum Update from Tina
    i. ACTION ITEM Mike will work with Tina on the DE Addendum and let the Committee know if there are concerns.

VI. Reports: There was no time for reports. Mike asked that members forward their reports to him to be included in the minutes.

1. Dean's Report (Patrick)
2. DE Coordinator Report (Mike)
3. Help Desk (Cheryl)

4. Instructional Designer Report (Ashli)
    i. Updates to the Online Readiness Quiz
5. District IT Update (Josh Hash or Joe Macklin)
6. Campus Technology Committee (Joshua, Mike, Jenni)
7. Disability Services (Claudia)
    i. Proctorio needs screen readers enabled. ACTION ITEM Mike will work with Claudia on this and get the word out to faculty.
    ii. Extended time accommodation in Zoom: students without the accommodations should be removed.
8. ASMJC Report (Cynthia)
9. College Council (Patrick and Mike)
10. OER/ZTC Report (Shirley) (see pptx sent 9/9 at 6:43p)
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, Becky, Steve)
    v. Student Services / Counseling (Mary)
    vi. LLA & Library (Theresa, Iris)
    vii. PRHE (Paul)
    viii. SME (Laura, Tina)
    ix. Technical Education

VII. Three Take-A-Ways from This Meeting

1. …
2. …
3. …

VIII. Next Meeting Date (October 14th) & Adjournment

Meeting was adjourned at 3:01 pm.