



Online Education Committee Minutes
November 14, 2018
Library Basement, Room 10
1:00 p.m. - 3:00 p.m.

Present: P. Bettencourt (Co-Chair), P. Brogan, A. Bumgardner, C. Chavez, A. Duffy, J. Forte, R. Ganes, L. Kropp, J. Macklin, L. Maki, C. Mery, S. Miller, V. Pereyda Maya T. Rojas, J. Sigman, M. Silva, M. Smedshammer (Co-Chair),

Absent: J. Abbott, T. Akers-Porter, J. Brown, I. Carroll, R. Guy, M. Motroni, K. Olson

Guest(s): Edward Burner

Recorder: M. Walsh

- I. **Welcome and Agenda Approval:** M. Smedshammer called the meeting to order at 1:00 pm. Introductions were made. The order of the agenda was revised to accommodate J. Macklin's schedule. His report, as reflected in item V. 6, was presented prior to the approval of the minutes.
- II. **Minutes Approval:** Minutes of October 10, 2018 were approved.
- III. **Old Business: Review of Action Items from Previous Meeting**
 - a. P. Bettencourt submitted the SysAid ticket to automatically add students for the spring semester, which still needs to be coordinated with Columbia College. M. Raby will present the subject at their next College Council meeting on Friday.
 - b. C. Chavez added the accessibility handout to the OE website as a pdf, which M. Smedshammer displayed. M. Smedshammer suggested an html version, which C. Mery showed already exists on the DSPS/Alternate Media Resources webpage. The link will be added to the OE website in addition to the pdf.

Action Item: C. Chavez will add the html link to the OE webpage.

IV. New Business

a. [Website Updates](#)

J. Sigman will replace "Distance Ed" with "Online Ed" on the webpage under Governance. M. Smedshammer visited the webpage and asked if the committee had any updates to the members. The following suggestions were made:

- Add T. Akers-Porter to the agenda to fill the Curriculum Committee Representative vacancy
- L. Maki replaces J. Zellet as an Instructional Administrator
- P. Bettencourt remains as Committee Co-Chair
- V. Pereyda Maya replaces K. Cruz as Student Representative
- J. Macklin replaces P. Pimentel as YCCD IT Representative
- Add A. Bumgardner and T. Rojas

Action Item:

J. Sigman will update webpage(s) with current membership and committee name change.

- b. [Updates to the OEI Rubric](#) (local Peer Online Course Review): M. Smedshammer showed the CVC-OEI Course Design Rubric Crosswalk presentation from CCC and reviewed the process. Autumn Bell with the OEI feels we need more courses in the exchange. A critical piece is accessibility of publisher's software. Pearson MyLab (accounting, chemistry, math) & McGraw Hill Connect are the main two publishers. Vetting out publisher content for accessibility is now the responsibility of the college. L. Kropp asked if there should be a vote on adapting the updated rubric before the college adopts it. Concern was voiced on the amount of time needed and the legal aspect of having to vet content. M. Smedshammer further viewed some of the changes and/or updates to the OEI, which he believes is better. P. Bettencourt stated he believes Part B is good. P. Bettencourt asked the committee if they agreed to adopting the updated OEI Rubric. As there were no objections, silence was taken as a "yes" vote.
- c. [Canvas Usage Reports](#): M. Smedshammer reviewed the usage report, comparing MJC with Columbia. Committee members discussed how they came up with the number of active courses. 73% of MJC's courses are published. Columbia faculty have published 44% of their courses.
- d. New Canvas Tools - Notebowl, Cranium Café, Proctorio: M. Smedshammer reported that all three tools are free through the OEI and are available to MJC. Notebowl is similar to the groups tool in Facebook and is presently being tested by Columbia. Cranium, another LTI (limited technology interface), interfaces with canvas and plugs in to a lot of online tools. It offers an online counseling capability, Cranium Café, through the use of a webinar/video interface. MJC Counselor, Dimitri Keriotis, is using it during his sabbatical and believes it better than Zoom. M. Smedshammer suggested getting a group together to see if Cranium is compatible with Colleague. OEI is billing it as an online, one solution tool for all student services. Proctorio, which uses webcams and is expensive, was reviewed previously. J. Forte mentioned Starfish and asked how it would fit in. M. Smedshammer explained how both could be used and suggested an ad hoc committee be created to vet out the answers. All three tools will be made available for members and faculty to use during winter break with possible implementation in the spring. P. Bettencourt suggested adding NameCoach to the list. M. Smedshammer stated it is on the OEI and is free (\$7500). Because the OEI is now providing NameCoach, we no longer have to vote to keep NameCoach.
- e. Adding Division Reports: There is now representation in all divisions except for Arts, Humanities, and Communication Studies as the meeting day and time conflicts with the instructor's current teaching schedule. It was suggested to request at division meetings a standing order to use the senator's report as a standing report. Whoever the senate rep is will distribute the senate report to the people who represent the divisions on the OEC.

- a. DE Coordinator Report-REC Update, Fall cohort update, CBEA Presentation, CanInnovate 2018: The Regular and Effective Contact (REC) class continues to make progress. They only have two more posts that people need to make and then they will be finished. Discussion needs to occur about planning for the party. The fall cohort started with eleven participants, now only six remain. The group was hand selected by the dean and not open to the campus. It was suggested to have an application process in place of an appointment. M. Smedshammer reported he did a fun presentation at the California Business Education Association (CBEA) conference. N. Backlund is president of its northern California chapter. His presentation was on Screencast-O-Matic with the use of SnapChat avatars. You can add Snapchat avatars to your computer and click on and off the camera so that you can use the avatar in your videos. L. Kropp showed an example of one of the avatars. The CanInnovate 2018 was a good conference. The committee was invited to google CanInnovate and view the presentations available online. R. Ganes shared that she attended three different workshops that were very helpful. She learned new tips, tricks, and shortcuts to use in Canvas.
- b. Dean's Report: The accreditation report has gone to senate to share. It will formally go back to senate at least two more times after any additions or revisions are made. The content is pretty much in order; Accreditation Council has looked at it twice and feel it answers the questions. Input was received during one of their meetings from an external reader, John Nixon with Achieving the Dream, who thinks it is ready to go. There is still a little work to be done to the nine-page document, such as adding links, but the content is there. Committee members were invited to let the council know if there is anything that needs to be added. Information is still needed from the district on the total cost of ownership (TOC) for technology and facilities, and the policies on the board's relationship with the chancellor. M. Smedshammer reported that during an important Distance Education Coordinators monthly meeting, Stephanie Droker, ACCJC vice-president, talked about this and he believes from what he heard, we are on track. The ACCJC will now sample 10% or 15 courses, whichever is greater. Colleges will decide what is regular and effective contact. ACCJC evaluators are being trained to disregard the outliers and look at the standards. P. Bettencourt reported that the recruitment for the CCCC Online Education President is underway.
- c. Help Desk: Things are going well except for the end of October's Canvas data uploads with the adds and drops, which was resolved. Thirty student calls, sixty faculty calls, and fourteen emails from students were received, as well as a few canvas chat support sessions. T. Rojas shared how she received a "help" video from the help desk.
- d. Instructional Designer Report: A. Bumgardner finds she is spending time building the bones of courses and working with instructors. She is working on textbook integration, a list of OERs by discipline, and is also working with C. Chavez and T. Akers-Porter to build an online math class similar to Khan Academy to offer help while students are working on their homework.
- e. Institutional Effectiveness: No updates.

- f. District IT Update: J. Macklin reported the department is looking forward to getting stability again. Eight projects will be wrapped up by year's end. There were a total of sixteen projects for the year. TCO, an additional accreditation requirement, is bringing on some additional demands. A project selection process and operating cost analysis needs to be done as well as a decision made on whether to refill the vice chancellor of IT position or restructure. Possibly hire an official district project manager and a couple of business analysts. They used to have a staff of nine, now they have five.
- g. Campus Technology Committee: J. Sigman reported they are giving feedback on the TCO component with the goal of it going through the constituent groups before it is due. They briefly discussed the online catalog. There is no movement in that regard, recently, but it is still a priority. C. Chavez reported her first attendance at the meeting was great. It was nice to be able to hear the different thoughts and ideas. She is reading up on it to learn more.
- h. Disability Services: C. Mery stated that she is already receiving alternate media requests for next semester's books. Some students are not being informed which textbooks they need, which delays turnaround time. The link in the course isn't populated with whether or not they need a textbook. P. Bettencourt replied that it could be the faculty member has not yet ordered the book. A bullet has been added that states "This class is using OCR." P. Bettencourt suggested C. Mery work with he and the bookstore on the verbiage. A discussion ensued on challenges encountered when vendors other than the MJC bookstore are used.
- i. College Council: They will review the membership for OEC. Nothing else to report out.

VI. Three Take-A-Ways from This Meeting

- a. Cool Tools
- b. New OEI Rubric
- c. High Adoption Rate for Canvas users, for those who aren't using it, why?

VII. Next Meeting Date & Adjournment

The next meeting will be Wednesday, February 13, 2019.

Meeting was adjourned at 2:56 pm.