



Online Education Committee Minutes
February 13, 2019
Library Basement, Room 10
1:00 p.m. - 3:00 p.m.

Present: T. Akers-Porter , P. Bettencourt (Co-Chair), P. Brogan, A. Bumgardner, I. Carroll, C. Chavez, R. Ganes , R. Guy, J. Macklin, L. Maki, S. Miller, S. Porter, T. Rojas, J. Sigman, M. Smedshammer (Co-Chair), Vanessa Pereyda Maya (ASMJC)

Absent: J. Abbott (called in over the phone for a portion), J. Brown, A. Duffy, J. Forte, L. Kropp, C. Mery, M. Silva

Guests: Shirley Miranda

Recorder: M. Ambler

- I. **Welcome and Agenda Approval:** M. Smedshammer called the meeting to order at 1:00 pm. Introductions were made. M. Smedshammer clarified why faculty were distributing the OEC Senate Report to division representatives.
- II. **Minutes Approved:** Minutes of November 14, 2018 were approved.
- III. **Old Business: Review of Action Items from Previous Meeting**
 - a. C. Chavez added the accessibility handout to the OE website as an HTML link.
 - b. J. Sigman updated the webpages with current membership and committee name change.

IV. **New Business**

Shirley Miranda, (OER) Open Education Resources Project.

In an effort to create a Zero Textbook Cost (ZTC) course, Shirley started with her English 103 course. She found material that could replace readers and other materials that students previously had to purchase. She had students read four selected Supreme Court cases to address equity. In this experimental phase, she noticed that 8 students dropped right after census. The feedback was that they did not like that they had to submit notes for the class. Her actions: at the beginning of the week she set clear goals and objectives, she changed the syllabus, at the beginning of the semester she surveyed students and found they had no issues with the content, and she used Flipgrid activities and other activities to humanize the experience. Shirley then became more involved at the state-level. State Academic Senate would like each college to have a faculty liaison for the state academic senate for the OER initiative. Shirley will fill that role for MJC.

Some resources and ways to get faculty involved in this initiative:

- Consider OER books and streamline with duplicating to make low-cost printing available to students who still like tangible reading materials

- Encourage attendance to guest speaker: Hal Plotkin, March 29 Library Basement 10, at 1:00 PM. Audience is everyone and Ashli Bumgardner said that they are working on advertisement for the event.
- Consider having OER equivalent of Textbook reps present at Institute Day
- Consider an incentive for faculty to transition to no-cost courses such as: flex credit, part of sabbatical time, and stipends are already available.

Tina Akers-Porter is meeting with Newton on March 15, 2019, in an effort to find a more cost-effective solution to current math material/textbook costs. Currently using Pearson. Newton uses OER resources and then students can pay \$40 for an annual online resource subscription. A concern is that \$40 may still be too much of a financial barrier for students. However, it is less than current cost.

Barriers presented: Getting OER textbook material through Curriculum and changing the course outline of record. Title V can be the limitation. With OER material, it can be difficult to find publishing dates, making it difficult to be sure it is the most current material and other critical mandated pieces. An option to consider would be to add OER material as a recommendation along with the typical textbook.

Shirley to take back to the state-level to work with Title V limitations

Students input (Vanessa): they use EOPS funds to cover books, but it is often not enough, still. Searching for the no-cost books is not something they know how to do because many do not even know how to search.

ACTION ITEM: Vanessa to take back and teach students how to search for the zero cost classes in class search

Faculty limitation, how to share without violating copyright. It would take permission from the publisher of the book or material. Explore option of having a digital copy available in the library.

Reports

The order of the agenda was revised to accommodate J. Macklin's schedule. His report, as reflected in item V. e., was presented prior to the Deans' Report.

a. Dean's Report (Patrick):

College Council, Distance Ed portion of accreditation report went through. March 28 accreditation visit on-campus. Online CVC monthly call, recently in-person, MJC is looking good. OEICVC sharing grants soon, there will be a competitive grant for us to apply for. What if we use that money to develop activities courses online? Ideas: to allow students to graduate. Possible for art and music classes.

- During Patrick's report, Jenni Abbott called in to report that she communicated with Steven Reynolds from ACCJC and that Kevin (librarian) from ACCJC would be evaluating our REC efforts during the accreditation visit.

1. Planned a conference call with the team.

2. We are to randomly select 15 courses from Fall 2018 and put the faculty of those courses on notice accreditors may want to meet with them, too. Possible they may ask for Spring as well to see what we are up to currently.
 - a. Initial review was 90 courses, so we have made major improvements. No other school had ever had anything like that.
 - March 1, 2019 at 3:00 Skewers Restaurant, Regular Effective Debrief
- b. DE Coordinator Report (Mike)
- Best practices course has been put together to share based on what was submitted in the fall and is shared with the online faculty.
 - Spring Online instruction cohort currently going with 12 faculty
 - Spring REC cohort going with 19 faculty
 - 2 week Onboarding program, condensed version, new at our college, but has experience
 - POCR: Mike is currently working with Tracy Schaelen and Aloha Sargent, advising peer online class together. How to put your course into the OEI exchange, so we need to start internally reviewing and then start submitting our classes for review.
 1. Goal: April
 2. 10 people to go through training, May then June to review your courses and others'.
 - a. Nita Gopal, Kim Duran, Ashli Bumgardner have all been through training with @One
 3. Over Summer people should be able to submit their courses into the exchange
 4. Process for outside students to take our courses? Once in the OEI system, students all over can take our courses.
 - a. Students in the exchange, do they have a w#
 5. Net Tutor – non FTES working great, encourage people to use
 - a. Working on faculty awareness
 - b. Roland Bernard report:
 - i. Becky Ganes: her spring students who are in the nursing program used NetTutor to increase grade, ended up really enjoying it and had great success and feedback.
 - ii. English using it heavily
 - c. Math – Great help, however the barrier is trying to get the problems into the chat feature, typing symbols are difficult. Solution: screen shot and then pasting it in there. However, not all know how to do that.
 - d. **Action Item:** Mike work with NetTutor to change default will be to add the tutor to all course shells in Canvas > Course Index column
 6. Cranium Café lots of bells and whistles or Zoom?

- a. Demetrious is going to pilot it through Canvas
- 7. Write with a stylist in Canvas has been fixed in Canvas on your iPad app or surface pro.
- 8. A “Cool Tools” Canvas course is available to help faculty as a resource.
- c. Help Desk (Cheryl)
 - Beginning of the semester (faculty and students):
 1. 200 calls
 2. 15 canvas cases
 3. 70 emails
 4. 28 canvas chat sessions
- d. Instructional Designer Report (Ashli)
 - Emails Online Ed and roving hours posted in the emails
 - Sessions are available
 - Instructional design website is working
 - Accessibility? Yes, she is available to help
- e. District IT Update (Joe Macklin) –
 - Josh Hash will be Senior Director of IT.
 - Projects are focused on AB705: (3 student groups) International students, recently graduated students, more than 10 years graduated students (three types of students). Guided self-placement. Programming to place them, working with admissions and records, set placements and create the structure in Colleague to place the students properly. It has to be in place summer 2019.
 - Streaming service that will be accessible? Joe had not been aware. Not a replacement for media-share. Maybe just for live streaming. Instructure’s ARC may be a good option.
 1. Can we be a part of the conversation of what product is selected because it impacts online courses. We need to have something like media-share in order to continue sharing videos with the online classes and not violate
 2. Joe to check with Jeff about this.
- f. Campus Technology Committee (Joshua, Cheryl, Jenni)
 - No meeting since last, regularly cancelled
 - Nothing to report
- g. Disability Services (Claudia)
 - Unable to attend
- h. ASMJC Report
 - Nothing to report at this time. Right now focused on Pathways.
 - **Action Item:** Kurt to attend an ASMJC meeting to find out the challenges or things they enjoy about Canvas
- i. Division Reports

- Agriculture and Environmental Sciences: not present
- Allied Health, Family & Consumer Sciences: not present
- Arts, Humanities, and Communication: In a sabbatical, Communication dept. is exploring online only speaking course and will be looking for feedback from this committee as they put that together.
- BBSS:
 1. Department did a Zoom interview to hire part-time online instructors, but this backfired as the course was not to standards. How do we carefully hire adjuncts?
 2. Make it a requirement to go through Mike's course
 3. Standardize the adjunct hiring process
 - a. There is a structure being put into place
 4. Kurt: department shell in Canvas has been helpful in order to communicate with adjuncts
- LLA & Library:
 1. NetTutor > students are submitting with multiple tutors, please advise students to only get advice from one tutor at a time.
 2. Canvas > Enable hand raising and share with students
- PRHE:
- SME:
- Technical Education:

- V. Three Take-A-Ways from This Meeting
- a. March 1 Skewers REC Debrief
 - b. Hal Plotkin, March 29 Little Theater 1:00 on OER
 - c. 15 randomly selected courses for review on March 28th

- VI. Next Meeting Date (March 13, 2019) & Adjournment, 3:00 p.m.