Welcome and Introductions (Gwendolyn Lewis-Huddleston)

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean
- Erica Tartt, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump, Clerical II Title V Cooperative Grant
- Shelley Moore, Nursing
- Eric Mantinsen, English
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- Andrea Horigan, Sociology
- Ticey Hosley, Counseling

Documents received:

Agenda
Draft-Distance Education Committee
Fall 2011 Course Outcomes in Distance Education Classes
Ventura College Distance Education Handbook

Approval of Minutes: February 7, 2012 Meeting Minutes Approved

Welcome and Introductions (Group)

- Gwen shared draft plan for online certification training program
- The goal of distance education certification is to set basic guidelines and ensure student success
- Gwen will have a conference call with the state on new distance education rules and will share discussion with committee members in April meeting
- The accreditation team and the Title V Cooperation Grant requires that distance education classes should equal success rates of face-to-face classes
- Nationwide distance education classes are less successful than face-to-face classes
- Erica and Krista are creating a fully online distance education certification training class that resembles a distance education online class; instructors will build their own online class that they will be able to use
- Certification is required for every instructor who is already teaching online and those who have never taught online before
- Gwen is looking into compensating instructors who have been teaching distance education classes while they are taking the certification class
- Instructors must pass class with 80% or higher
- The goal is to have the certification training by the end of April or early May
• Andrea Horigan will be one of three volunteers to test the certification training class; then Krista and Erica will review and make grading adjustment if needed
• Certification training will be 30 hours maximum; instructors will be able to do some of the work from their home computer
• Goal is to offer the certification training in the summer; will launch in late June or early July
• Training will be offered every semester
• Training will be done in a group in a real classroom
• If instructor does not pass class, he/she cannot teach an online class
• All instructors who want to teach online will need to take the certification class before spring classes 2013
• If instructor does not pass, he/she should take a semester off before taking it again; recommended that instructor take some workshops for distance education
• District website for distance education instructions is out of date; recertification will help
  this for clarity
• Instructors who eventually want to teach online should begin by teaching a web advance
class first
• Goal of certification class is to create assignments that help instructor create their own
  online class, which they will be able to use in their distance education class
• Training will be performance-based course, not exam-based
• Distance Education instructors should continue taking advance trainings on a regular basis
• Gwen’s office will keep records of instructors who have taken online trainings
• and workshops
• First-time online instructor should only give one online class
• Distance Education instructors are limited to teaching only 3 online classes per semester;
  this is a district rule
• Instructors who receive a 90% or better on the certification training will be asked to be
  mentors
• All fully online classes have to be on the Desire2Learn platform
• Different distance educations platforms require different trainings, so the distance
  education committee will be addressing their needs later
• Krista and Erica are creating a student self-assessment to help students determine whether
  or not they are qualified to take a distance education class
• The online Desire2Learn orientation should be available by fall 2012
• Ventura College cannot make orientation mandatory for students
• Distance Education Drop policy: students have until the middle of the first week of
  school or the third day to participate in class or they will be dropped; instructor may drop
  student by the third day of classes if the student has not logged on and participated in the
  online class; students must participate twice a week or they will be dropped from class
• Committee will develop a rubric to help determine what are good online discussion
  questions
• Gwen will bring samples of online guidelines for discussions
• Eight Ventura College online classes will not be online in the fall of 2012 because the
  success and retention rates for the classes were below 50% for the last 3 years
• Distance Education Dean will release success and retention rates to other deans, so they can pass it on to their instructors
• Instructors should begin teaching at first a web-enhanced class, then partially online class, and finally a fully online class
• Gwen will work on guidelines on what to do with instructors who have low success rates in their online classes
• It was suggested to look at instructor success rate in a brick-and-mortar class before they teach an online class
• Committee will review the rubric for software that Andrea created and will discuss in next meeting
• Next meeting will discuss what to do with classes that use other online platforms
• Bring guidelines for online discussion groups to next meeting