Distance Education Committee Meeting  
Tuesday, September 13, 2011  
Ventura College LRC 114  
3:00 PM – 4:30 PM

Welcome and Introductions (Gwendolyn Lewis-Huddleston)  
Gwen introduced herself as head of the new Distance Education Committee

Attendees:  
In Person:  
• Gwendolyn Lewis-Huddleston, Dean  
• Erica Tartt, Professional Development  
• Krista Wilbur, Distance Learning  
• Eileen Crump, Clerical III Title V Cooperative Grant  
• Shelley Moore, Nursing  
• Debbie Newcomb, Business  
• Eric Martinsen, English  
• Andrea Adlman, Math  
• Andrea Horigan, Sociology  
• Ara Khanjian, Economics  
• John Elmer, Educational Assistance Center  
Absent:  
• Sandy Hajas, Learning Resource Center

Documents received:  
• Distance Education Committee  
• Ventura College, Documentation Form for Program/Service Level SLOs  
• Distance Learning Goals

Meeting began with the question “Will current students be able to graduate from college without taking a distance education class?”  
Comments:  
• It depends on whether or not they want to graduate in 4 years  
• Some students are forced to take distance education classes because there are no seats left in classrooms  
• Certain students may benefit less from online classes  
• When distance education first was initiated colleges would set up criteria to determine what student could participate in online classes. A & B students could - students with low grades were given training so they could succeed in online classes  
• Distance Education may or may not be part of the professional development offshoot. Distance education can have a dual purpose of creating professional development courses and courses for students. Can address this next week.

Group  
• Social Science Division has the most Distance Education. Classes. If division has more distance education classes, committee needs more than one representative.  
• Math division has second-most distance education classes.
• Already have two representatives from the Social Science Division in Distance Education Committee
• Erica Tartt will find out how many distance education classes each division has and will report it at the next meeting
• Instructors will email Eileen with their schedules to determine which date and time is best for Distance Learning Education monthly meetings
• There is already a representative from counseling, who unfortunately could not attend today’s meeting
• Gwen directed the Distance Education committee in Oxnard College
• Distance Education Committee in other schools play a key role in developing training from Blackboard to Desire2Learn
• Strategy Plan (Handout) can be modified
• Instructor Ara Khanjian questioned Strategic Goal 5 “Increase student retention and success rates to equal that of comparable face-to-face course delivery.” Gwen mentions that it is an objective written in the Title V Cooperative Grant. We might not achieve this goal, but we will certainly endeavor to do so.
• Future plans include training students on what distance learning is and teaching them how to undertake a distance education class before they enroll in one
• Future plans include enhancing faculty resources, providing courses on learning effective pedagogical skills, offering more online tutoring to distance education student for example on how to access the online library
• Andrea Adlman mentioned that Ventura College should have a Distance Education Office
• The Distance Education and Technology Resource Center for students and faculty will be implemented in the first floor of the LRC Building
• Erica mentioned that there is a need to establish a system for procedures in order to serve students more efficiently for example on dealing with mid-term, finals and troubleshooting throughout the school year
• Eric recommended establishing a mini course for students to help them orient themselves in an online class
• Planning a student orientation on Desire2Learning and how it works
• One component of the Title V Cooperative Grant is to revamp the student portal; will include a self assessment and determine if students have taken an online class before, if not they will be directed to take an online interactive orientation
• Recently hired a consultant to redesign college portal
• Beginning with the spring semester college will offer a distance education orientation in the LRC Building for students to learn the technical side of an online class
• Distance Education Committee should recommend using only one format for Desire2Learn to the college in establish constancy
• Give students an option to take an online class when registering
• In May 2012, Krista and Erica will be offering a face to face orientation for distance education students
• A student assessment from the distance education orientation will provide student data from online students
• The Distance Education Orientation will be reviewed by the Distance Education committee before being implemented
• Andrea Adlman will forward comments from her successful students explaining the keys to success in her class
• College cannot give units to students for attending an orientation
Planning a student orientation on what it takes to be successful in college. This can be done through student outreach services.

Ventura College does not charge more for distance education classes.

Main factor for low retention and success in online classes is the lack of faculty and student support.

Other colleges charge more for distance education courses because they include support services to students.

Gwen will look into why distance education faculty cannot meet with their students on the weekends.

English faculty are designing video for APA.

Turnitin a plagiarism software will be integrated with Desire2Learn.

Strategic plan will be reviewed by committee and make revisions in order to create master plan.

Best practices for distant education will be shared in next meeting.

Erica is developing a technical training program for instructors who want to teach a Distance Education class.

Desire2Learn is providing Faculty Training Modules.

Instructor evaluations, including distance education instructors, are sent to students.

Erica is looking into utilizing the college survey tools as well as outside technology and integrating it into our system; she will compile a survey.

Distance Education committee can create a survey and provide this file to the college so it will be a standardized survey.

One reason students do not complete a survey is because they are afraid that it is not anonymous and there will be retaliation from college.

The two aspects of evaluations; evaluating the instructor and improving the course.

The goal of the Distance Education Committee is to improve distance education courses.

Planning to gather tips from successful students.

Committee member suggested the creation of a generic course with online tools for online classes that can be used by faculty to upload to their online class materials.

All training will include evaluation.

Michael Callahan will be collecting data from reposts as part of the Title V grant.

We already have a baseline data report for Distance Education.

People who take distance education classes are often too busy to take a class in college, and this can create problems because they may be too busy to complete the course.

Another challenge for students is that they have about 12 years of face-to-face in-class experience but no experience in taking classes online.

Most schools do not provide the support that we are planning to implement for distance education students.

Successful distance education schools are predominantly online schools like the University of Phoenix.

Many young people are not computer savvy because they do not have computers or computer skills.

No opening date for the Faculty Resource Center.

Thursday, September 15 – interview for Instructional Technology Support Assistant position.
Respondus (Krista)

- Respondus is a test generating software that can also be used in a face-to-face classroom as well as an online class; can import questions and print them out, can import straight into Desire2Learn Course, and can export files. It has a campus wide license, so it is not limited to online classes. Not available for MACs
- Will be offering a training on Respondus
- Exploring purchasing Respondus Lockdown Browser that does not allow student to print, has no print screen, cannot switch from application to application, no ability to navigate away from a page during a test to look for answers, prevents copying and pasting, no right clicks, can only do what permissions the instructor gives them. Will discuss it in more detail next meeting
- Distance Education Committee will review software demonstrations before deciding which software the college will to use
- H&I will discuss it next time.
- Distance Education Committee’s foundation is to create a strong distance education environment for students and faculty
- Gwen will find out from administrative counsel if there are a specific number of online classes Ventura College should be offering. These numbers should be included in Distance Education Master Plan
- Research whether college should offer continuing education hours online for a fee