

Ventura College
Distance Education Committee Meeting
Agenda
Thursday, December 3, 2015
3:30 pm – 4:30 pm
LRC 136

Meets on the second Thursday of each month, in LRC 136 Training Studio.

PURPOSE: The Distance Education Committee exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the committee is to focus on the delivery of distance education and its environment be it web enhanced on ground courses, hybrid courses or fully on line courses, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

OUR GOAL: Our greatest wish is to provide services and quality education in the distance education format that will enhance students' opportunities to be successful in their educational pursuits. We have established a goal to improve student success in distance education classes to equal that of face to face classes.

Goal #1 DE Faculty Mentors will review at least 25 courses in the 15/16 academic year.

Goal #2 All GE courses will be prepared to be offered in either hybrid or fully online by May 2016. (This means that courses will have at least been revised/updated in Curricunet for future scheduling)

Goal #3 50% of faculty teaching hybrid and/or online fall 2015 will respond to the Self-Assessment by December 1st 2015.

Agenda

Welcome

Announcements/Information Items

1. Senate approval of adoption of Canvas on November 7 - Andrea

New Business

2. Creation of online office hours for best practices - Andrea
3. Canvas training – workgroup – Matt, Sharon, Andrea
4. Meeting between 3 DE Deans – proposed summit 1/29/16/ planning – Gwen
5. Common language for all 3 colleges - Gwen
6. New opportunities to expand our OEI offerings - Gwen
7. Dean's visit with chancellor cabinet - Gwen
8. NetTutor/OEI Proposal (vs. Smarthinking renewal) – Rebecca

Meeting Dates:

- December 10
- January 14
- February 11
- March 10
- April 14
- May 12

VENTURA COLLEGE
Minutes of the Distance Education Committee
Date: December 3, 2015

Present: Stephanie Branca, Gigi Fiumerodo, Ann Bittl, Gwendolyn Huddleston, Matthew Moore, Nathan Cole, Niki Milani, Rebecca Russell, Sandra Kinghorn, Sharon Oxford, Eileen Crump, Ray Tracy, Ara Khanjian, James Maritato, Corinna McKoy,

Recorder: Eileen Crump

Absent: Michael Ward, Margaret Phelps, Andrea Horigan, Peter Yi, Philip Clinton, John Elmer

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 3:40 pm.			Gwendolyn Huddleston
Approval of Minutes	Sandra moved to approve the November 12, 2015 minutes and Ara seconded the motion. The November 12, 2015 meeting minutes were approved by the committee.			Eileen Crump
NetTutor	<p>NetTutor will be available for students to use in the spring 2016 semester.</p> <p>Ventura College is part of the Online Teaching Initiative, so the college will get free tutoring services for the distance education students in the spring 2016 semester. The college will have to pay for tutoring services for non-distance education students.</p> <p>Matt will send instructions on how to use NetTutor. He will also insert a NetTutor widget in online courses.</p>			Gwendolyn Huddleston
Distance Education Peer Mentoring	<p>There are funds to support 3 distance education full-time faculty mentors. Full-time faculty will get release time and part-time faculty might be able to get a facilitator's fee. Gwen will look at the budge to see how to fund the part-time faculty who want to be mentors.</p> <p>Philip Clinton was mentor, but he will be the Professional Development Committee co-chair in spring 2016, so there is a need to replace him.</p> <p>The mentors will review online courses that are submitted and</p>			Gwendolyn Huddleston,

	<p>compare them with the state rubric and best practices. For best perspective, the peers should be selected from various disciplines.</p> <p>Faculty who are considering being mentors in the spring 2016 semester are Ray Tracy, Stephanie Branca, Niki Milani and Sandra King as an alternate.</p> <p>Summer considerations are: Gigi, Stephanie, Sandra, Corinna and Jim.</p> <p>Ara will also consider being a mentor in Fall 2016.</p> <p>Gwen is looking to hiring someone to help Matt and Sharon.</p>			
Canvas – New Learning Management System	<p>Matt and Sharon are creating a Canvas training class that will include both pedagogy and best practices. The tentative dates for the training will be in March 2016 and June 2016.</p> <p>Gwen had a meeting with the Moorpark and Oxnard College distance education representatives and it was decided to have all online faculty go through the same training class district-wide. The online training is 4 weeks long.</p> <p>The training class will be reviewed by the Distance Education Committee before it goes live.</p>			Matthew Moore, Sharon Oxford
New Distance Education Position	<p>Gwen will present her request for additional distance education staff at the Classified Staffing Priorities Committee on December 14. The New Distance Education position is an Instructional Technologist Assistant.</p>			Gwendolyn Huddleston
Standardizing Online Courses	<p>Students need to have their online courses standardized.</p> <p>Distance Education needs to create a course template to make all online courses look similar and easy to navigate for students. Next meeting we will look at a Canvas Shell and discuss standardizing courses. This will be our main agenda item.</p> <p>The committee needs to be clear on how we define</p>			Gwendolyn Huddleston, Matthew Moore, Sharon Oxford

	<p>standardizing, i.e. what we are looking to standardize versus what we are looking at as best practices.</p> <p>The committee needs to consider making this a committee goal.</p>			
Regular & Effective Contact Policy	<p>Regular & Effective Contact: There was discussion concerning establishing live time between faculty and staff to equal online class time.</p> <p>The current policy requires faculty to log in 3 days a week. VC DE policy emphasizes an email response time of no more than 36 hours during an established 5 day week.</p> <p>It was mentioned that 3 units for 3 hours can hurt teacher's live contact with students. For instance, a student may be unavailable at the hour the teacher selects to have live contact with student. It was suggested that the live hour be limited to one hour and that the email response time should be lowered to 24 hours. The committee will continue to discuss the best ways to achieve regular and effective contact.</p> <p>There were discussions on improving online faculty evaluations.</p> <p>The Distance Education Committee has the power to set Distance Education standards.</p>			Andrea Horigan, Gwendolyn Huddleston
Next Meeting	The next meeting will be on January 14, 2016 3:30 pm – 4:30 p.m.			Eileen Crump
Adjournment	The meeting was adjourned at 4:45 pm.			Gwendolyn Huddleston