

**VENTURA COLLEGE**  
**Minutes of the Distance Education Committee**  
**Date: October 10, 2013**

**Present:** Gwendolyn Huddleston, Erica Tartt, Rebecca Chandler, Philip Clinton, Andrea Horigan, Meg Phelps, Corinna McKoy, Sandy Hajas, Stephanie Branca, Eileen Crump, Michelle Millea, Sandy Mason

**Absent:** Ken Drake, Andrea Adlman, Jenna Garcia, Ara Khanjian, Peter Yi, Gigi Fiumerodo, Tania DeClerck, Eric Martinsen, James Maritato, Jose Gutierrez, Sharon Beynon

**Recorder:** Eileen Crump

**Documents:** Agenda, Instructional Designer and Instructional Technologist Division of Duties, Santa Barbara City College Structure for Distance Education and Online, Distance Education SUOs, Instructional Technology Satisfaction Survey, Distance Education Program Review

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 3:05 pm.			Gwendolyn Huddleston
Introductions	Everyone introduced themselves. Michelle Millea joined the committee.	Eileen Crump will add Michelle Millea to the committee list.		Eileen Crump
New division of duties for Instructional Designer and Instructional Technologist	<p>Due to limited staff the division of duties for the instructional designer and instructional technologist has been revised. This will ensure there is no overlap and that all areas are covered in order to meet the needs of faculty, staff and students.</p> <p>The instructional designer works with faculty who are new to distance education, have new projects or are revamping their entire online courses.</p> <p>The Instructional Technologist works with faculty who are already using D2L and need additional support. Additional time was allocated for immediate help and emergency situations. The Instructional Technologist has an open door policy and faculty can drop in</p>			

	<p>anytime.</p> <p>Will consider refining both job descriptions if we get feedback from faculty.</p> <p>The Distance Education Committee was asked to review the job description. The revised job descriptions will be sent to distance education and web-enhanced instructors and included in the distance education newsletter. The DE Committee wants to ensure that they are transparent with information. This information will also be posted to the Distance Education website under the Dean's Corner.</p>			
Draft Program Review: Initiatives, Discussion and Voting	Committee prioritized and voted on initiatives; will also add SUO to program review.	Committee voted on prioritization of initiatives.		Distance Education Committee
1301 Online Tutoring	<p>Smarthinking tutoring service is comprised of the following:</p> <p>75% of the tutors have master's degrees 25% have PhDs 100% have bachelor's degrees.</p> <p>The cost is \$21 an hour for 1000 hours.</p> <p>The College Master Plan mentions expanding Distance Education, and Smarthinking fits into this goal. The tutoring service would be available to all Ventura College Students.</p> <p>This is a joint initiative with the Library &amp; Tutoring Center. The Title V Cooperative Grant will only fund it for one year since the grant will be over in two years.</p>	Sandy Hajas will seek future funding for Smarthinking Tutoring Service.		Distance Education Committee

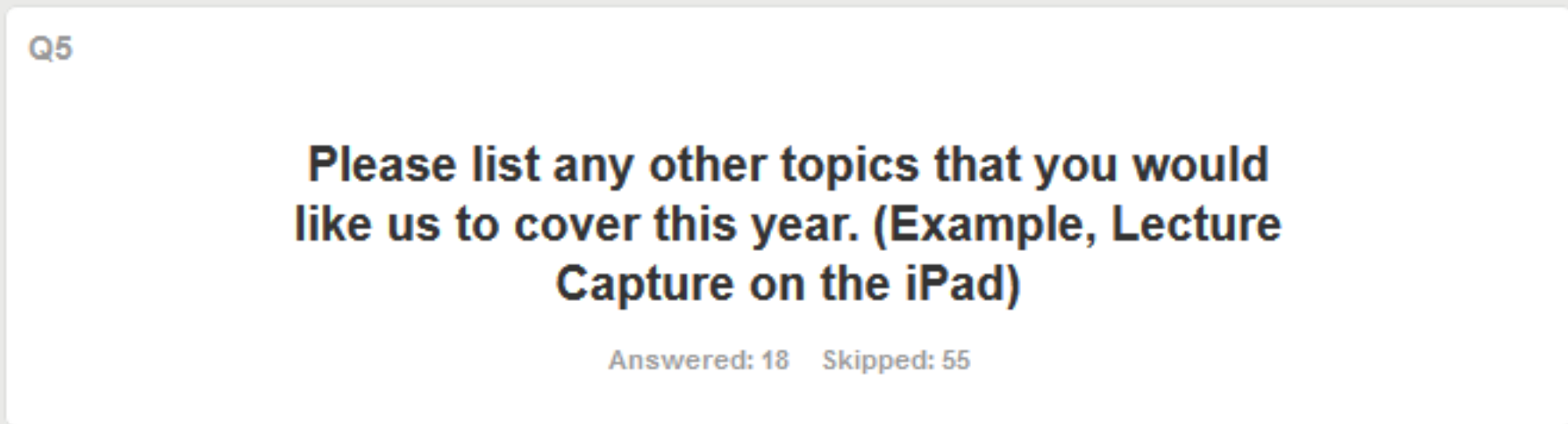
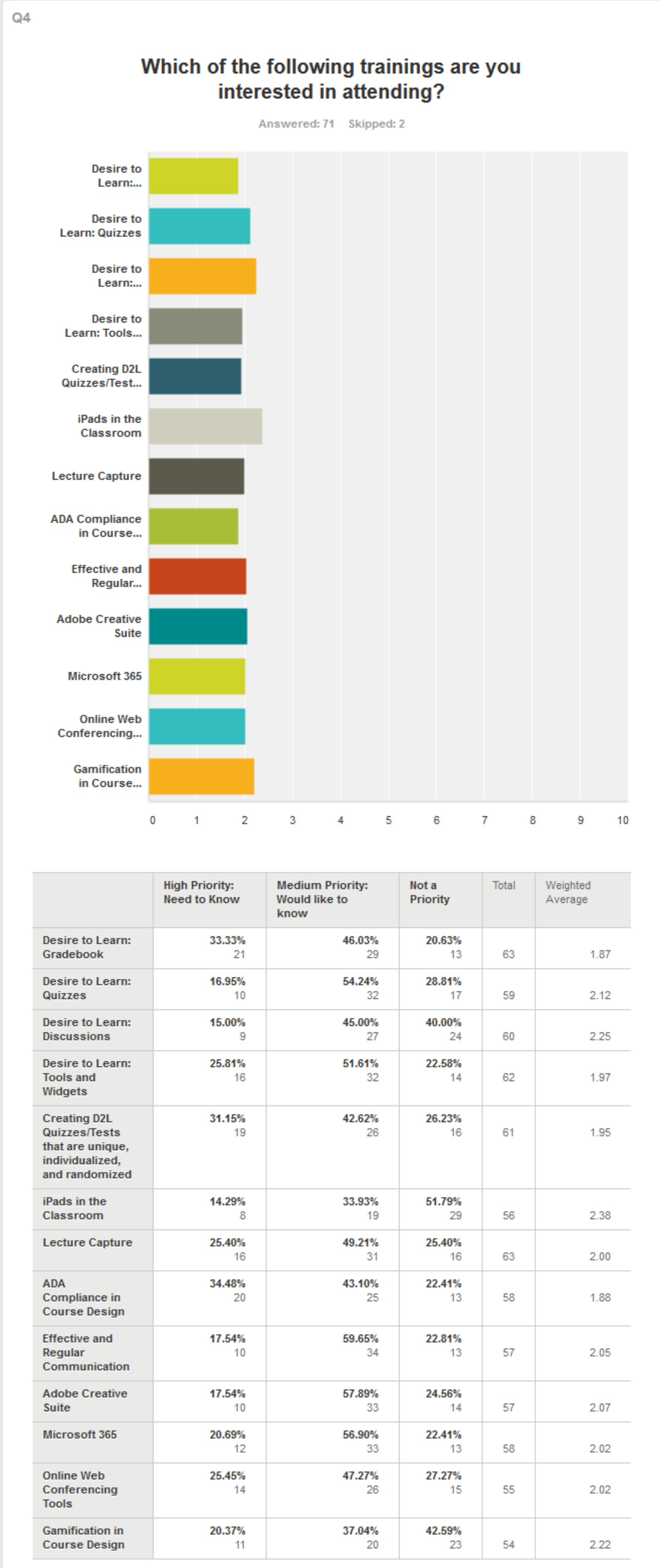
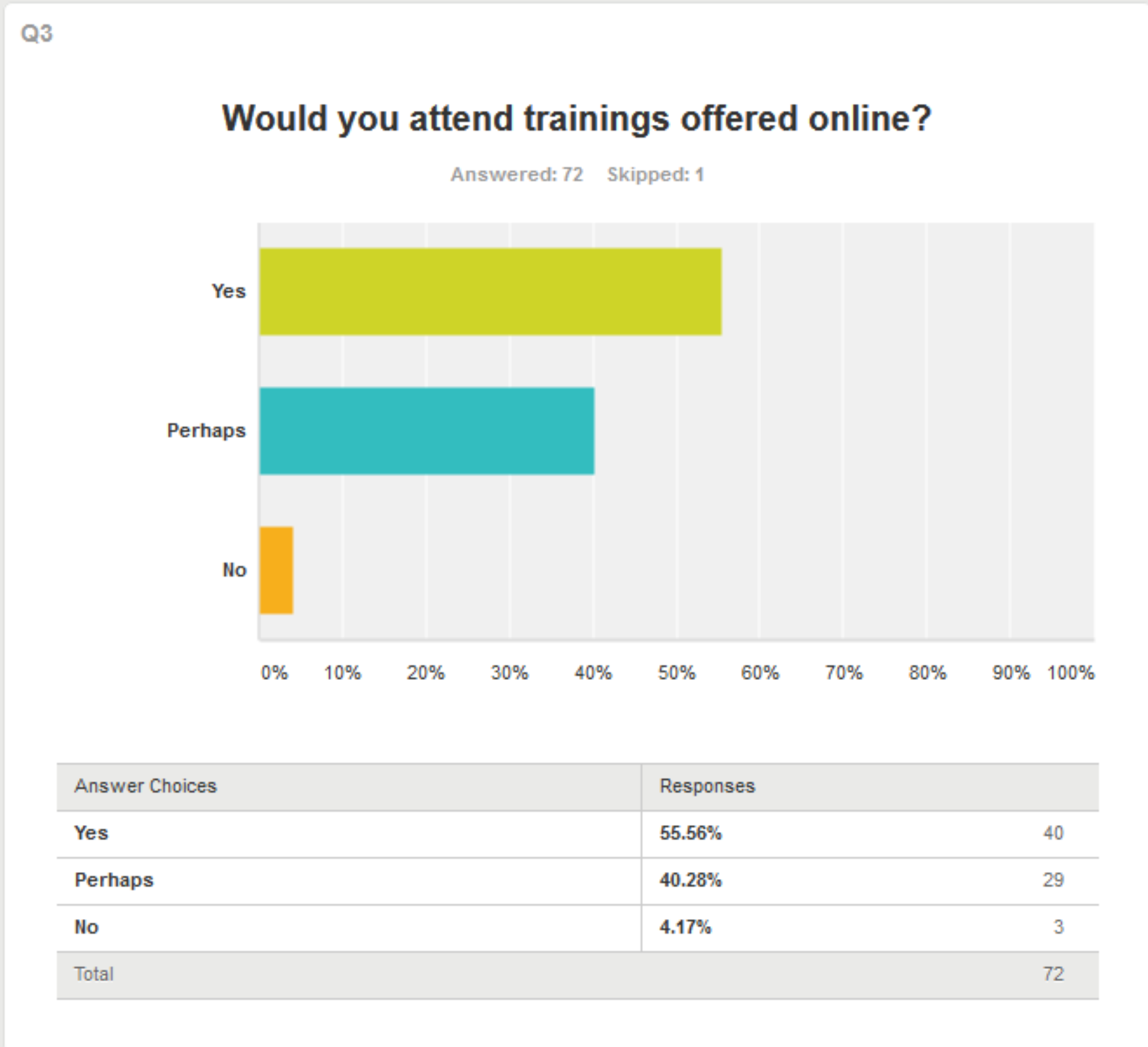
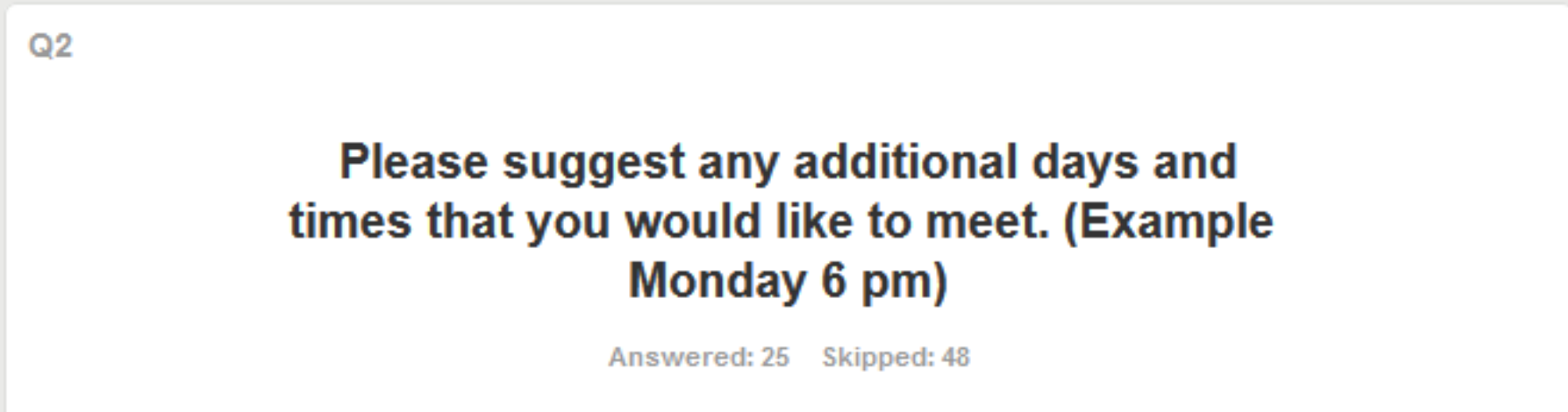
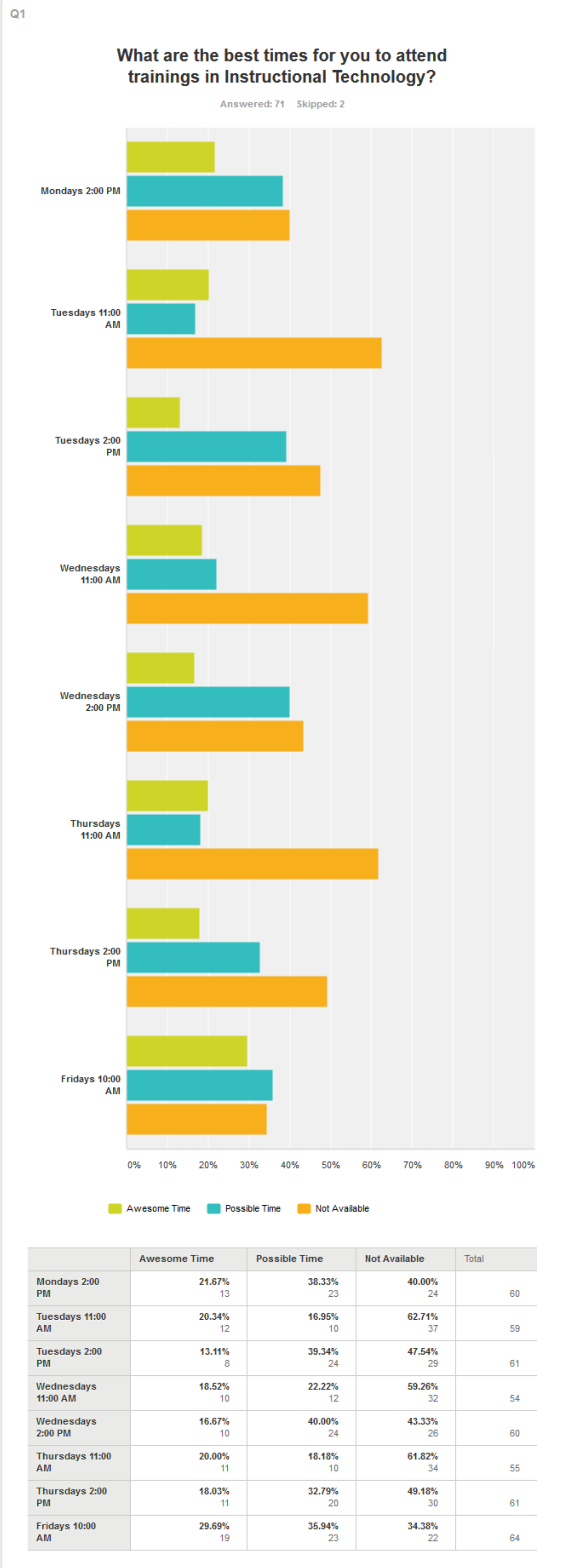
	<p>Sandy Hajas is looking for funding throughout the college. Hopefully the general fund can pick it up. The online tutoring service needs to prove that it is sustainable.</p> <p>This ranks high in priority.</p>			
1201 Instructional Technologist Assistant to support faculty and provide student proactive support	<p>Instructional Technologist Assistance will be carried forward from last year's program review. This position will help to expand to evening hours to support faculty and students. It will serve as an outreach to distance education students. This position will also help people with their personal computers and connect with distance education students to help them stay on task.</p> <p>Technologist Assistance: Staffing</p>			Distance Education Committee
1302 Define Regular and Effective Contact	<p>Develop clarity, definition, and practices in online classes for regular and effective contact, and instructor availability</p>			Distance Education Committee
1303 Funding for release time for three faculty members to work on peer mentoring.	<p>Funding for release time for three faculty members to work on development and implementation of peer mentoring for distance education faculty. These faculty members will be reviewing new distance education courses, giving feedback and sharing best practices. Will need to determine how much release time will be needed.</p> <p>The priority for this initiative is high. The DE committee will make peer mentoring a goal for fall 2014.</p>			Distance Education Committee
1304 Poll Everywhere 1000 seat license	<p>Requesting a Poll Everywhere 1000 seat license. Poll Everywhere was used during SITE 2013 and faculty requested the purchase of 1000 seat license. The approximate cost is \$2000.</p> <p>Poll Everywhere lets you customize polls to your own</p>			Distance Education Committee

	<p>specifications. You can ask students a question, and students use their mobile phone to response in real time.</p> <p>The free edition of Poll Everywhere is only for small classes.</p> <p>This is a joint initiative with the library. Distance Education is requesting Poll Everywhere because it serves web-enhanced classes.</p> <p>Poll Everywhere is a high priority in the computer non-equipment category.</p>	Rebecca Chandler and Meg Phelps will research and report back to committee by email.		
1305 Install a telephone in the LRC 136 Training Studio	<p>Need to install a hardwired telephone in LRC 136 Training Studio because there is no wireless connectivity to use a cell phone.</p> <p>Since this is a safety issue it will probably get done.</p> <p>Priority: High</p>	Sandy Mason will put in a work order with M&O.	Completed	Distance Education Committee
1306 Reinstate travel fund in last year's amount, from current \$4,000 to \$9,000	<p>The Travel Fund was reduced from \$9000 to \$4000. Travel funds are required for staff to attend conference to stay current with technology. Also need funds to send faculty to peer mentoring training.</p> <p>Travel Fund is high priority.</p>			Distance Education Committee
1307 Increase licenses and software renewal funds to cover full costs	<p>Increase licenses and software renewal funds to cover full costs. Our current budget does not cover our current cost.</p> <p>License Fee: Required, and state as such rather than identifying as "high priority."</p>			Distance Education Committee
1308 Add Analytics to our DE Platform	<p>The D2L Analytics analyzes and monitors enrollment trends, geographic, demographic and diversity data, as well as student satisfaction and retention rates.</p> <p>Analytics has to be used district-wide and costs about \$60,000.</p> <p>Analytics is a high priority and is required for accurate</p>			Distance Education Committee

	D2L analysis.			
1309 New initiative: D2L Online Tutor	Add a tutor to an online class. There is already a Tutor Role on D2L. This links specific students with specific instructors. Will try to get D2L to pilot this project and report back. Consider having a tutor between the hours of 4:30 pm to 8:00 pm. The tutor will help the students with navigation, discussions, emoticons, D2L etiquette and how to submit assignments.	Corrine McKoy and Meg Phelps would like to pilot the Online Tutor on their D2L course.		Corrine McKoy, Meg Phelps
1310 New Initiative: Convert the Instructional Designer to a 12-month position	Currently the Instructional Designer works only eleven month a year. The demand for the Instructional Designer service is extremely high, so committee is requesting the job be extended to twelve months. This is a high priority.			Distance Education Committee
1311 New Initiative: Define Regular and Effective Contact	1302 This is a non-resource initiative. Committee needs to define Regular and Effective Contact and include it in the Distance Education Handbook. This is a High priority.	Distance Education Committee will define Regular and Effective Contact.		Distance Education Committee
Instructional Technology Survey	An Instructional Technology Survey will be included in the D2L newsletter.	Rebecca Chandler will include an Instructional Technology Survey in the D2L newsletter.		Rebecca Chandler
New Proposed SUOs	Rebecca proposed new SUOs. Committee will review current and proposed SUOs and discuss in next month's meeting.	Committee will review SUOs handout and give feedback in next meeting.		Rebecca Chandler
Before next meeting	Committee will review the Distance Education Program Review and give feedback.	Gwen will email Distance Education Program Review to committee members to review the prioritization of initiatives.		Gwendolyn Huddleston

Next meeting	November 14, 2013 from 3:00 pm – 4:30 pm in LRC 136 Training Studio.			Eileen Crump
Adjournment	The meeting was adjourned at 4:30 pm.			Gwendolyn Huddleston

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