

**Ventura College Distance Education Advisory Meeting**  
**October 12, 2017 from 3:30 pm – 4:30 pm**

ISLO-1 The Service will support or facilitate a positive learning or service environment for students.

**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.

**2017-18 Goals**

**Goal #1** OEI Trained Faculty – recruit 3 faculty per appropriate program and support their training/course approval for OEI

**Goal #2** OEI Reviewers In-house – select a minimum of 5 faculty to use OEI rubric to assess courses for the exchange

**Goal #3** Increase distance education offering to 30% of course schedule

**Goal #4** Increase fully online degrees and support online programs through promotional materials

**Goal #5** Recruit a minimum of 1 faculty member in each program to use OER in online classroom and increase use of OER in face-to-face classrooms

**Goal #6** 100% of course offerings scheduled every semester use web enhancement, at a minimum

**AGENDA**

- I. Welcome
- II. Review of minutes/additions to agenda
- III. DE SUO Update information (Sharon) Handout?
- IV. OER Faculty PD, October 20 at the DAC
  - a. Invitation received? Who is planning to attend?
- V. Achieving our goals
  - a. See goal sheet with volunteers listed. Set deadlines to ensure goals move forward
  - b. Prepare to report on progress (or completion) at monthly VC DE meetings – will receive reminders one week prior
  - c. Expanding our Hybrid options, from recent success
  - d. Not 'Master Class Shells' but 'Foundation Shells' with course outline of record and basic information in shells to facilitate rapid DE expansion. Volunteers, Nominations
- VI. Potential OEI instructors – list will be coming from Gwen
  - a. What classes and teachers to add
  - b. Who will reach out?
  - c. Gwen suggests doing a local quick review before applying to the State.
  - d. Anyone not in Gwen's division check to see what curriculum in your area is DE approved, what faculty are Canvas certified or are willing to be and are they willing to teach hybrid, fully online, both?

- VII. Other (optional if time permits)
  - a. Expectations of Online Readiness Training if new Contract DE plan goes into play, feedback from committee
  - b. Quest for Success, recent discussions of best practice use?
  - c. Non-credit courses
  - d. Next meeting Agenda items
    - i. Requests?
    - ii. Review of marketing materials created for DE and OER
    - iii. OEI updates
- VIII. Closing