

**Ventura College**  
**Distance Education Advisory Meeting Agenda**  
**Thursday, January 11, 2018**  
**3:30 pm – 4:30 pm, LRC 136**

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

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. Taking 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.

**2017/2018 Goals: (Original)**

**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 division 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

**2017/2018 Goals: (Proposed Revisions)**

**New Goal 1:** Do foundational work (data gathering, needs analysis, etc.) to move forward with strategic plan

**New Goal 2:** Develop strategic plan

**Revised Goal:** 3-5 new OEI faculty and support their training/course approval for OEI

**Revised Goal:** Increase distance education offering to 30% of course schedule by Fall 2018 schedule release (as proposed by District)

**Previous Goal (unchanged):** Increase fully online degrees, and support online programs through promotional materials

**Revised Goal:** Analyze web-enhanced usage in order to set goal

~~**Deleted Goal:** Recruit a minimum of one faculty member in each course offered online and face to adopt OER in no cost textbooks. This will lead to our offering Zero Cost Degrees. Improving Student Success, and recruitment of enrollment.~~ → **Moved to OER Task Force**

1. Welcome
  - a. New faces, introductions
2. Old Business
  - a. Review minutes from November and December Meetings
3. New Business
  - a. Confirm 2017/18 Goals are worded to meet committee intentions and scope of reach
  - b. VC DE 3 – 5 year Strategic Plan Outline Review, Discussion

- i. What outcomes does the committee want the strategic plan to achieve? Does the outline plan address these goals? Discussion
  - ii. Collecting Time on Task Data For Strategic Planning
    - 1. Review data collection outline and method, Discussion, DE3
- c. Updates on Linking course sections, challenges/solutions discussion, DE3
  - i. Master Course/Blue Print Course Discussion
- d. OEI DE course announcement
  - i. New goal of OEI courses for VC is for courses that typically do not fill to maximum on all sections and courses that have trouble being offered due to low enrollment (all courses must be CID approved)
  - ii. OEI Promotion – ready to push marketing
- e. OER
  - i. Preparing a funding request for the VC Foundation, Discussion - Handout
  - ii. DE involvement in OER promotion for Spring 2018? Discussion
- 4. DE Division Meeting? Discussion
- 5. Automatic publishing of courses?
- 6. Other?

Additional Updates:

DE Trainings Spring Dates  
 DW DE Update, DE District Wide Summit, Moorpark College, March 3, 2018  
 DE Webinar through Chancellor's office January 24, 2018  
 OEI Updates

Future Discussion items:

Non-Credit Courses, Potential Computer Applications Basics Course  
 Advanced Training Course, Discussion  
 DE/Counseling, Brandon  
 DWDE, our involvement, Discussion  
 Review/revise goals and mission

Next Meeting: February 8, 2018