



Ventura College DE Meeting
Meeting Minutes 2017-2018 Academic Year
Thursday, January 11, 2018 LRC 136 Studio

Present: Andrea Horigan, Matt Moore, Sharon Oxford, Gwen Huddleston, Ali Olson-Pacheco, Araceli Trujillo, Ray Tracy (Zoom), Ryan Petitfils (Zoom), Rock Fredell, Amy Kennedy, Niki Milani, Ara Khanjian, Michael Ward, David Carlander, Colleen Coffey, Erin Bocker, Asher Sund

Absent: John Elmer, Corinna McKoy

Guests: N/A

Recorder: Erin Askar

Convened: 3:30 pm

Minutes:

Agenda Item	Summary of Discussion	Action due by whom
1. Call to Order	Gwen Huddleston called the meeting to order at 3:30 pm	
2. Public Comments	None	
3. Approval of Minutes	Review of minutes	
4. Announcement/ Information Items	Erin Bocker from the Chemistry department and Amy Kennedy from the bookstore joining the Advisory Group.	Gwen
5. Goals/Revisions	<p>Ventura College developing a new 3-5 year plan and Distance Education is an important part of it.</p> <p>New goals for a 3-5 year plan raises Distance Education to be 30% of the schedule (of sections offered). Based on the high enrollment of most DE classes, it will end up being more than 30% of VC students. DE group believes this goal is attainable within this time frame. Group has proposed goal revisions to reflect more attainable targets. Committee unanimously approves revised goals.</p> <p>New goal added for DAC administration to recognize DE as an online campus. All new goals are up for discussion.</p> <p>New goals related to on-ground versus online teaching requirements:</p> <ul style="list-style-type: none">• Respect for online teachers• Recognition of efforts of online teachers <p>For foundational work referenced in Goal 1, Institutional Effectiveness team will produce reports, per Kim Hoffman's approval.</p>	Andrea/Gwen
Thomas Fire Activity	<p>Matt tracked time spent online for teachers and students during fire. Count included faculty, tutors and students.</p> <p>The number of students online during the fire was very high – started communicating almost immediately after campus closure announcement.</p> <p>Online communication critical during fire and other campus closures.</p>	Matt/Ara

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VC Foundation Proposal	<p>Approaching VC Foundation to support OER. Foundation creating new budget for the year in February and will vote on in it March. Proposals to Foundation due the end of January. How much funding should be requested from Foundation? Focus proposal on OER materials for IGETZ classes and highest transfer degrees.</p> <p>Proposal will lay out a 3 year plan for spending.</p> <p>How would funds most effectively be used to support OER? Advisory group to discuss spending options.</p>	Gwen
Data Gathering – Time Spent	<p>Reaching out to faculty to monitor time spent on DE courses to help define DE as an online campus and justify requests for financial support.</p> <p>DE3 has designed sign up form and time form to assist in the collection of data for strategic planning. The goal is to identify the ‘invisible’ work that is being done on DE classes.</p> <p>Identifying ‘time spent’ categories – design hours spent on quizzes and assignments, student communication hours, teaching hours, assessment hours, office hours, others?</p> <p>To participate, an instructor provides the DE3 with the CRN for the class they would like to track, as well as the start and end date (so averages can be calculated) and the DE3 will attach the form to that course. Faculty can track weekly or monthly over the course of the semester or whenever is most convenient for them.</p> <p>Form feedback:</p> <ul style="list-style-type: none"> • Proposed form too long as-is, too many questions • Faculty should be able to complete within 30-120 seconds • Leave ‘Other’ category, with space for describing what the activity is • How do we capture summer hours? • Include category for class prep that happens before the start of the semester • Add text research category • Break-up planning the course in to smaller components to track time <p>The use of time spent online will shift based on age of course – for example, time spent on initial research may transition to more student contact time.</p> <p>Teaching online more time intensive than face-to-face teaching, but without the data, ‘outsiders’ to DE may not understand that.</p> <p>How are other campuses tracking hours? Not a lot of research currently that documents faculty hours.</p>	Gwen/Matt
Other?	<p>Announcement by Governor Jerry Brown on 1/11/18 – first fully online public college implemented by Fall 2019. Based on noncredit courses, at this point.</p> <p>Should we conduct DE Division meetings in order to reach DE instructors from all departments? Hybrid and web-enhancing instructors would also be invited. One per semester recommended - can participate remotely via Zoom or in-person. Great opportunity for faculty from different disciplines to share how they are using Canvas.</p>	Gwen

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	<p>DE3 will be rolling out a DE Canvas shell for collaboration and sharing. Introduce at first DE Division meeting.</p> <p>Auto-publish online courses? DE3 getting many student phone calls about unpublished courses this week. Faculty would still have the option to unpublish if they did not want the course to go live. From a student perspective, there is a lot of confusion and concern when they don't see all of their online courses appear at the same time. Discussion to be continued.</p> <p>Tip: Students using Canvas web app need to refresh their screen before newly published courses will appear. Students on the portal should see the course within a minute or two of it being published.</p> <p>Strategic plan review (handout): First 2 pages of strategic plan are a draft, the next 2 have more details. Vision to create a more DE-centric strategic plan with the following goals:</p> <ul style="list-style-type: none"> • Adoption of 'Online Campus' concept by VCCCD administrators • Increase respect for online faculty • Seek financial support for DE from VC Foundation and other sources • Anything else to add? <p>Continuing to recruit more faculty for DE – targeting courses that don't always fill.</p> <p>New Canvas training dates announced – Session 1, 1/29-2/23 and Session 2, 4/2-4/27.</p> <p>DE Summit hosted by MC coming March 2.</p> <p>Online DE Conference coming 1/24/18 – promoted by the State Chancellor's office. DE3 to forward registration information.</p> <p>Amy Kennedy to present Courseware – online service for curating and customizing courses. Courseware was created for OER. Amy to invite VC DE Advisory Group to demonstration. Can participate remotely or on campus in LRC 136.</p> <p>Low cost logo in development to bridge gap between zero cost textbook classes and more 'traditionally' priced textbook classes.</p>	<p>DE3</p> <p>Gwen</p>
6. Adjournment	Meeting adjourned at 4:35	
Next Meeting Date:	March 8, 2018	

