



Ventura College DE Meeting
Meeting Minutes 2017-2018 Academic Year
Thursday, February 8, 2018 LRC 136 Studio

Present: Matt Moore, Sharon Oxford, Ali Olson-Pacheco, Araceli Trujillo, Ray Tracy, Rock Fredell, Michael Ward, Asher Sund, Hugh O’Neill, Brandon D’Amico, Erin Brocker, Ryan Petitfils, Andrea Horigan, David Carlander, Colleen Coffey, John Elmer, Stephanie Branca, Corinna McKoy

Absent: Amy Kennedy, Niki Milani, Ara Khanjian

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	Hugh O’Neil from Physics is joining the Advisory Group. VC Foundation offering scholarships for students who experienced a financial loss due to the Thomas Fire. DE Summit coming March 2 nd at Moorpark College.	Gwen
5. Goals/Revisions	Updated VC DE Advisory Group goals with changes and revisions adopted. These goals can carry through the Fall. DE3, Andrea and Gwen developing a DE strategic plan that will be very visual and incorporate technology. Expected completion by the end of the semester. The current VC Strategic Plan spans 2017-2020 so we have until 2020 to reach the goal of having 30% of the schedule being DE classes. Need more support for marketing of DE at VC and district-wide – VC currently has only one marketing person who is stretched over multiple projects. The near-term marketing goals are to educate students about fully online degrees, almost fully online degrees, which IGETC classes are online, etc.	Gwen
Thomas Fire Activity	Disaster ‘pay’ during the Thomas Fire did not account for the fact that DE instructors were still working when the campus was closed. It was a deliberate choice by the executive administration to focus on the loss of on-campus time in an effort to appeal to the state for mercy on targets that might be affected.	Andrea
Proposal to Present DE as an Online Campus: Discussion	Developing proposal for change in the way DE is presented. Looking to redefine DE as an ‘online campus’ that is part of the VC campus. This new definition would allow adjustments to the number of online classes full-time faculty are allowed to teach and how many days they	Gwen

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<p>Cranium Café</p> <p>Upcoming Events</p>	<p>would be required to be on campus. Also looking to redefine hybrid classes as face-to-face classes, not online classes.</p> <p>Administration concerns:</p> <ul style="list-style-type: none"> • Students unable to access faculty from all disciplines on campus during the week • Services FT faculty provide outside of teaching i.e. committee participation, will decline • Faculty not present to interact with each other on campus <p>How relevant are these concerns? Conduct student survey to determine demand for FT instructors being on campus 4 days a week?</p> <p>Possible solutions:</p> <ul style="list-style-type: none"> • Always have a FT representative from each department on campus • Create spaces for faculty to interact while they are on campus <p>Any changes will be made possible by continuing to educate the executive administration on DE.</p> <p>Counseling concerns – the Counseling department refers students to faculty office hours continually due to lack of tutors. Students indicate they like the face-to-face support, whether they are online students or face-to-face students. VC students have access to Net Tutor which is 24/7, online tutoring.</p> <p>Andrea and Gwen to take ‘online campus’ to DAC for definition. DW DE Advisory Group now has more power to present and move things forward as it has been officially recognized by the Chancellor’s office.</p> <p>Ali to gather analytics for Gwen and Andrea to present to DAC such as Canvas data showing time spent on office hours, how many students came to office hours, etc.</p> <p>Use Thomas Fire as example of how ‘online campus’ continued to function when the VC campus was closed.</p> <p>Recruiting DWDE Advisory Group members: John Elmer and Brandon D’Amico express interest.</p> <p>VC is a pilot campus for Cranium Café and allows counselors to chat online with students. Brandon currently has online appointments available Tuesday, Wednesday and Thursday from 7:45-8 am. Students can set their own appointments and they are filling every week. Meetings are held on proprietary platform (similar to Skype) with screen sharing capability and enables a counselor to go over IGETC, graduation requirements, share documents, etc. Brandon would like to provide other counseling staff with mini-training so they can provide this service. Request for Cranium Café to be demonstrated at next advisory group meeting. Where are the students finding out about Cranium Café? How is it advertised? Follow up at next meeting.</p>	<p>Brandon</p> <p>Andrea</p> <p>Brandon</p>

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	<p>DE Summit coming March 2nd at Moorpark College. Ali recruiting faculty for demonstrations at DE Summit including how to use ConferZoom for office hours.</p> <p>Also recruiting students for panel discussion at DE Summit – participating students are welcome to come early for the pre-conference breakfast and will receive a \$15 Starbucks gift card. 'Humanizing Online Learning' Summit will include welcome video workshops, equity session, screenreader demonstrations and more.</p> <p>CanvasCon coming up at Cal State LA on March 23rd. Encourage web-enhancing faculty to attend. Need more data on who is web-enhancing across the college so we can reach out to instructors who are not. DE Professional Development funding this conference.</p> <p>OTC Conference June 18-20 in Anaheim hosted by OEJ. DE Professional development funding this conference for faculty who have or are interested in submitting their course(s) to OEI for review. Instructors who submit their online course to OEI for review and commit to offer the class on campus (setting aside 2-5 seats), will also receive \$500 for your participation. Faculty who have already submitted their courses will also receive \$500. Submitting one course at a time is recommended and it takes about one semester to complete the OEI process. Each course gets its own Instructional Technology Designer from OEI for assistance. Done completely online.</p>	Ali/Gwen
6. Adjournment	Meeting adjourned at 4:35	
Next Meeting Date:	March 8, 2018	