



**Ventura College DE Meeting**  
**Meeting Minutes 2017-2018 Academic Year**  
**Thursday, March 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 Bocker, Ronald Mules, Ara Khanjian, Kaela Casey, Ryan Petitfils

**Absent:** Amy Kennedy, Niki Milani, David Carlander, Colleen Coffey, John Elmer, Stephanie Branca, 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                      | Ali Olson-Pacheco called the meeting to order at 3:30 pm   |                    |
| 2. Public Comments                    | None   |                    |
| 3. Approval of Minutes                | Review of minutes  |                    |
| 4. Announcement/<br>Information Items | <p>Introduction of Ron Mules as new Interim Dean of the Social/Behavioral Sciences and Distance Education division.</p> <p>First meeting of the newly approved DW DE Advisory Group will be held the end of April</p> <ul style="list-style-type: none"><li>Looking for 2-3 faculty from VC to participate</li><li>Group will meet 2-3 times per semester</li></ul> <p>Looking for someone to replace Andrea as co-chair of the VC DE Advisory Group and as an OEI point person as she will be going on sabbatical in Fall 2018. Need more information to recruit interested parties.</p>  | Ali                |
| 5. Cranium Café<br>Presentation       | <p>Cranium Café is a platform for VC counselors (currently Brandon only) to meet face-to-face with students over webcam.</p> <p>Operates similarly to ConferZoom, but provides more data and analytics and live closed captioning (very thorough/accurate).</p> <p>Advertised via the student portal, VC counseling web page, VC DE website and at the front desk of the counselling center</p> <ul style="list-style-type: none"><li>Functions best with Chrome browser</li><li>Students make own appointments online</li><li>When making the appointment, students complete a brief Google form so counselor can prepare</li><li>There is an FAQ section where students can determine whether or not they need to see a counselor</li><li>Also allows an online version of drop-by counselling</li><li>Document upload and screen sharing capabilities (screen sharing also works with iPhone)</li></ul> | Brandon            |

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|-----------------------------|--|--------------------|
| <b>MC DE Summit Debrief</b> | <ul style="list-style-type: none"> <li>• Is FERPA compliant and is currently free to college because of participation in OEI</li> <li>• Has the same feel of face-to-face counseling – equally effective</li> </ul> <p>Email inquiry still exists - has not been replaced by Cranium Café (students send an email to the counseling center and a response is sent within 24 hours).</p> <p>Canvas link does not currently work with Cranium Café. Matt to follow up with Canvas team. Wait to link with Canvas when more counselors are trained to use it. In the meantime, online instructors can direct students to the counseling page from their Canvas shell to promote the online counseling capability.</p> <p>Brandon currently has appointments available from 7:45 – 8:30 am Tuesday, Wednesday and Thursday. Suggestion to add 'a.m.' to appointments times posted.</p> <p>Brandon to reach out to his Department Chair about extending the number of online counseling hours to 6 and if more are approved, will assist in identifying other counselors who can be trained to use Cranium Café.</p> <p>Working to educate students on appointment etiquette e.g. cancellations.</p> <p>Feedback on MC Summit:</p> <ul style="list-style-type: none"> <li>• Auditorium not intimate – ideally the size of the venue should be commiserate with the number of attendees</li> <li>• Positive feedback on 3 minute presentations. In future, change 3 minute sessions to 5 minutes to allow more time for questions and transitions</li> <li>• Student panel was popular, particularly the opportunity for faculty to ask panelists unscripted questions</li> <li>• 8:30-12:45 time worked well so participants could leave before lunch, if they want to</li> <li>• Student panelists impressed to hear how much time and effort faculty are putting in to online courses</li> </ul> <p>VC to host next Summit in Spring 2019.</p> <p>Add an 'Ask the Experts' themed faculty panel to the next Summit?</p> | Ali                |
| <b>OER</b>                  | <p>Survey of students across several states indicate the percentage of students who purchase a textbook is close to 40%. This information provides another example of how important OER resources are.</p> <p>OER Task Force rekindled? DE3 working with Kaela and the library.</p>  | Ali/Sharon         |
| <b>OEI</b>                  | <p>OEI mini-grant program going forward. \$500 mini-grants awarded to faculty members who complete the OEI process.</p> <p>OEI – first 3 students enrolled from other colleges; 2 in Economics and 1 in Sociology</p> <p>Courses at other schools open now as well.</p> <p>OEI courses are distinguished by CRNs, but are in the same Canvas shell as the VC CRN course, for convenience.</p>  | Sharon/Ara         |

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|---------------------------|---|--------------------|
| <b>Other</b>              | <p>Matt and Sharon invited to demonstrate how an OEI student registers at an upcoming Tuesday counseling meeting.<br/>Going through the OEI process is lengthy and time consuming, but there is a lot of support and a wealth of knowledge.</p> <p>Session #2 of OTTCC training starting April 2<sup>nd</sup> - link on the DE website to register</p> <p>DE student orientations closing mid-March. Approximately 600 students have completed the DE orientation this semester so far.</p> <p>Canvas support hotline (national) available 24/7 when ITDs are not available. The hotline is listed on the DE website and the support is excellent. Well worth the investment.</p> <p>Screencast-O-Matic enables users to make videos with closed captioning and exports to YouTube</p> <ul style="list-style-type: none"> <li>• Very easy to use</li> <li>• There will be a Screencast-O-Matic activity on the April 26 Flex Day</li> </ul> <p>DE strategic plan to be completed by Fall 2018</p> <ul style="list-style-type: none"> <li>• Need DE data, demographics, etc. to complete</li> <li>• Schedule strategic plan meeting for DE3 and Ron</li> </ul> <p>CanvasCon March 23 at CSULA<br/>OTC Conference June 18-20 in Anaheim</p> | Ali                |
| <b>6. Adjournment</b>     | Meeting adjourned at 4:31   |                    |
| <b>Next Meeting Date:</b> | April 12, 2018  |                    |