**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, September 11, 2014**

**2:00 pm – 3:30 pm**

**LRC 136 Training Studio**

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

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.

1. Introductions
2. Minutes from last meeting reviewed.
3. OEI State Online Consortium Pilot Project Update
   1. Selecting the elements we need and want in a Course Management System (CMS) – Group project at this meeting.
4. TracDat DE form, Disaggregating Data, Andrea update
5. DE Conference, would you like to attend
6. Hearing from District Office, What happened the first day of school and what is in the plans for our near future, Associate Vice Chancellor Dave Fuhrman
7. Your role as a member of this committee, being a conduit of information exchange with your department
8. Quality Matters Pilot Project Update
9. Strategic Plan reviewed. (See below)
10. VIV. SUOs reviewed. (See attached)
11. VIII. Other items?

SUO’s for Distance Education: Attached

**Next meeting:**

* TracDat Form review
* Accreditation Update on Distance Learning areas
* Planning for Emergencies, Developing Tips and Guidelines for all
* Quality Matters, next steps in our pilot training

**Strategic Plan & Implementation Goals:**

* Implement Fully Online Orientation for students new to online.
* Promote Students use of the online Self-Assessment tool.
* Promote the use of Smart Thinking Online Tutoring.
* Continue face to face New to Online Student Orientations.
* Accomplish the ability to offer full degrees online in our high enrolled programs. To accomplish this we have some hurdles that need addressed:

Research and find a resource sufficient for secured online testing. This will allow courses that are currently meeting in a hybrid capacity for testing to conduct testing fully online.

Research and find a resource sufficient for quality communications to allow Speech, Communications, and language courses to be conducted fully online.

* Create online versions of courses in each area of our high enrolled programs that are able to reasonably be offered in an online format by Fall 2015. The top programs for this are:
* Psychology
* Sociology
* Business
* Communicate with all program areas as to their vision for creating fully online programs. What their concerns are and how we can address any roadblocks by Fall 2015.
* Prepare for Accreditation 2016.
* Update our Distance Education Handbook to Accreditation standards and have adopted by Faculty Senate by Fall 2015.
* Establish student peer assistance for Distance Education.
* Redesign Distance Education Web Site to be a one stop location for fully or nearly full online students. This web site will act as a hub to reach out to all college services by Fall 2015. (considered a best practice for DE)
* Complete a district wide training for New to Online Faculty by Fall 2015.
* Developing an outreach for a communal learning environment for our distance education instructors.
* Pilot Quality Matters Training.
* Create and launch a faculty mentoring program to assist those new to distance education delivery or creating a new course. The goal is to develop their courses and their skills with the help of skilled faculty. This is also open to faculty that would like additional assistance with their fully or partially online classes as well. Currently using Quality Matters as a foundation for this plan.
* Work with the college to develop a strategic plan for expanding our distance education offerings.
* Continue to review and offer new technology that enhances students learning.
* Work with District office to acquire and implement Analytics for accreditation level evaluation of Distance Education offerings.
* Promote the use of Intellicom.
* Linking our Lyncs phone system to online class collaboration
* Reduce the gap between student success results in like face to face and online classes to 5.58%.