

VENTURA COLLEGE
Minutes of the Distance Education Committee
Date: January 22, 2015

Present: Ann Bittl, Carlos Valdez, Ray Tracy, Andrea Horigan, Matthew Moore, Scott Brewer, Ara Khanjian, Tania DeClerck, Peter Yi, Janine Bundy, Philip Clinton, Nathan Cole, Eileen Crump, Stephanie Brancea

Recorder: Eileen Crump

Absent: Gwendolyn Huddleston, John Elmer, Meg Phelps, Michael Ward

Minutes:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned to: |
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| Call to order | The meeting was called to order at 2:00 pm. | | | Andrea Horigan |
| Approval of Meeting Minutes | Ann Bittl moved to approve the December 11, 2014 meeting minutes with changes. Stephanie Branca seconded the motion. | The December 11, 2014 meeting minutes were approved. | | Eileen Crump |
| BP/AP 4105 Distance Education | The Academic Senate asked the Distance Education Committee to review and give feedback on the AP 4105. The DE committee thought it was a step in the right direction by reinforcing what the DE committee is trying to achieve. Overall the committee liked it. | | | Andrea Horigan |
| Online Education Initiative | The final selection for the learning management system will take place February 2 - 6 in Sacramento. There will be demonstrations and interviews of the final vendors. Andrea Horigan, Nathan Cole, Stephanie Branca, Gwendolyn Huddleston, and Carlos Valdez will be part of the selection committee. The California Community Colleges (CCC) Online Education Initiative (OEI) recently selected Link-Systems International Inc. to provide online tutoring services for the | | | |

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| | CCC. | | | |
| Drop Policy for Online Students | <p>The committee shared the different ways in which they determine an online student is active and participating in the class.</p> <p>Online instructors have different criteria to determine whether a student should be dropped from their class.</p> <p>Faculty shared concern that the census date and the last day to drop an online student are not always the same date.</p> <p>Dropping a student before census can cause students to lose money. If a student is dropped from a class early, they can receive a refund.</p> <p>It is legal to drop a student before the census date, but it can cause a problem because the student loses money.</p> | | | |
| Faculty Evaluations | <p>The committee discussed ideas on how to get students to respond to an online faculty evaluation. Students think the evaluations are seen by their instructors, so the respond rate is poor. The faculty evaluations are not mandatory. The online instructor evaluation is on a blue widget in the D2L courses.</p> <p>The committee offered some suggestions to encourage students to fill out faculty evaluations:</p> <ul style="list-style-type: none"> • The evaluations should not be presented to students through the D2L portal. • The evaluations can be sent through student email. | <p>Matt will look into why faculty cannot see the blue evaluation widget in their courses. Matt will also make sure that the widget says anonymous.</p> | | |

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| | <ul style="list-style-type: none"> • Evaluations can be in a pop-up window in D2L. • Survey Monkey • Evaluations can be sent to students through their VCCCD portal. • Instructors can give extra credit to students who complete the faculty evaluation. • Faculty should explain to students the reasons why the evaluations are important and mention that they help faculty improve their online courses. | | | |
| Redesign of the Distance Education Website | <p>Colby Gergen from Ciplex, who will be redesigning the distance education website, attended the Distance Education Committee through Videoconferencing. Committee members introduced themselves to Colby. Colby questioned committee members on what they wanted on the distance education website. Things that were mentioned include:</p> <ul style="list-style-type: none"> • Improve the overall look and make the website more visually appealing and inviting. • Include a search tool. Online material is hard to locate because of the large amount of resources. • Troubleshooting • Tutorials • Distance Education Training Calendar • Resources • Links to other D2L resources • Examples of Welcome Letters, Effective content, using course content - post screen shoots. <p>Colby asked committee members to review other college distance education websites for design ideas and let him know what they like. Colby will email his</p> | | | Colby Gergen |

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| | contact information to the committee.. | | | |
| Peer Mentoring | Gwen will be offering release time to several faculty that completed the Quality Matters Course Evaluation training. The new mentors will be responsible for reviewing their own courses and begin the process of evaluating VC DE courses from at large. | | | |
| Adjournment | The meeting was adjourned at 3:35 pm. | | | Andrea Horigan |