

VENTURA COLLEGE

Minutes of the Distance Education

Date: February 12, 2015

Present: Ray Tracy, Ann Bittl, Matthew Moore, Andrea Horigan, Michael Ward, Carlos Valdez, Janine Bundy, Nathan Cole, Are Khanjian, Eileen Crump

Recorder: Eileen Crump

Absent: Gwendolyn Huddleston, John Elmer, Ken Drake, Margaret Phelps, Peter Yi, Philip Clinton, Scott Brewer, Stephanie Branca, Tania DeClerck

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 2:00 pm.			Andrea Horigan
Approval of Minutes	Ann motioned to approve the January 22, 2015 meeting minutes. Ray seconded the motion. The January 22, 2015 meeting minutes were approved by committee.			Eileen Crump
Online Instructor Training Course	Eight instructors enrolled in the Distance Education Faculty Training.			Matthew Moore
Online Education Initiative Update	OEI's Common Course Management System (CCMS) Committee members overwhelmingly supported the selection of Canvas as the statewide course management system on February 5. This followed three days of detailed demonstrations of features, functions, and services, as well as in-depth interviews with the vendor finalists. Support was nearly unanimous. Canvas is currently being used by more than 1,000 colleges, universities, and school districts across the country. Nathan Cole, Andrea Horigan, Carlos Valdez, Gwendolyn Huddleston, Stephanie Branca attended the OEI selection for the			

	new California Community Colleges management system.			
DE Training News	<p>Eight Instructors enrolled in the Distance Education Faculty Training.</p> <p>Upcoming Workshops for Faculty: D2L Course Interface Design – February 12, 2:00 pm Regular and Effective Contact – February 18, 12:00 pm</p>			Matthew Moore
Online Education Initiative Professional Development Summit February 20-21.	<p>The OEI Pilot Faculty and the OEI College Lead will get together to discuss the OEI Course Design Rubric, learn how to make modifications to courses, discuss course design issues and additional topics related to the Online Education Initiative.</p> <p>Gwendolyn Huddleston, Andrea Horigan, Gigi Fiumerodo, Matthew Moore and Alison Jones will attend the summit.</p>			Andrea Horigan
AP/BP	<p>The Faculty Senate approved AP/BP. Distance Education will incorporate this into the Distance Education Handbook.</p>			Andrea Horigan
Distance Education Accreditation	<p>Gwen and Andrea will be reviewing the Distance Education Accreditation Standards Handbook, printed in July of 2014, to see if Ventura College Distance Education is meeting these standards.</p>			Gwendolyn Huddleston, Andrea Horigan
Program Review	<p>Gwen and Andrea are working Program Review for Distance Education. Let them know if anything is needed for Distance Education and they will include it in the Program Review.</p>			Gwendolyn Huddleston, Andrea Horigan
Distance Education Faculty Evaluations	<p>The district wants to send out the Distance Education faculty evaluation at the same time.</p> <p>The Distance Education Committee would like the faculty evaluations to be sent to students 9 or 10 weeks after the semester begins.</p>			

	The Distance Education Committee would like the faculty evaluations to be sent to students through the VCCCD Portal or student email. The faculty evaluations should not be sent to students through their D2L courses because students think that their D2L instructor can see the evaluations they submit.			
Adjournment	The meeting was adjourned at 3:30 pm.			Andrea Horigan