

VENTURA COLLEGE

Minutes of the Distance Education

Date: March 12, 2015

Present: Ray Tracy, Ann Bittl, Matthew Moore, Andrea Horigan, Michael Ward, Carlos Valdez, Janine Bundy, Gwendolyn Huddleston, Are Khanjian, Eileen Crump, Sharon Oxford, Stephanie Branca, Tania DeClerck, Sandra Kinghorn,

Recorder: Eileen Crump

Absent: Nathan Cole, John Elmer, Ken Drake, Margaret Phelps, Peter Yi, Philip Clinton, Scott Brewer

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 Minutes | Sandra motioned to approve the February 12, 2015 meeting minutes. Ara seconded the motion. | The February 12, 2015 meeting minutes were approved by the committee. | | Eileen Crump |
| Introductions | Sharon Oxford, the new Instructional Technologist, was introduced to the committee. | | | Matthew Moore |
| Update on Online Teacher Training course | Ventura College faculty who want to teach online need to take the Online Teacher Training Course. About 30 faculty have taken the course this school year. Matt will bring a list of all the faculty who have taken the course to look at the total. | | | Matthew Moore |
| Online Teaching Conference June 18-19 | This year's event will be held June 18 and 19 at the San Diego Convention Center. Those who want to attend need to fill out a Travel Request Form and give it to Eileen. | | | |
| Distance Education Training News | Upcoming Trainings for March. Implementing Multimedia Projects for your | | | Matthew Moore |

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| | <p>Students, Tuesday, March 24, 2:00 - 3:00 pm in LRC 136 Training Studio.</p> <p>Organizing Content within your Course, Wednesday, March 25, 12:00 - 1:00 pm in LRC 136 Training Studio.</p> | | | |
| Distance Education Web Page Redesign Update | <p>Colby Gergen from Ciplax has been redesigning the Distance Education website to make it user friendly and easier to navigate and to add new features and content. Colby is creating delineation models for us to review.</p> <p>Committee members were asked to include online faculty webpages on the website.</p> | | | |
| Evaluation Widget | <p>The faculty evaluation widget was released two weeks ago. The widget will say if the evaluation is available. Online faculty should make the students aware that they should complete the evaluation.</p> <p>An email from the district was sent to students about the faculty evaluations. This email was created several years ago and approved by all 3 colleges. The committee members want to review the email, so Gwen will contact Rupinder Bhatia to send her a copy. Committee wants to know how much time students have to complete the faculty evaluation.</p> | | | |
| Online Education Initiative (OEI) Update | <p>Gwen is part of the OEI management team. They are working on matriculation, admission, financial aid, and the student services component of the Online Education Initiative.</p> <p>Gwen met with Patrick Jefferson and Susan Bricker and updated them on the OEI pilot program.</p> <p>College will get a visit from OEI team members including John Makevich, the Director of Strategic Planning and</p> | | | Andrea Horigan |

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| | <p>Operations. The OEI management team and the eight pilot schools will meet at a hotel to discuss OEI Pilot Project.</p> <p>Ventura College has three courses in the pilot program: Anthropology, English, and Sociology.</p> <p>Online faculty can change their online courses to Canvas, the new management system, in summer 2015 if they want to.</p> <p>In spring 2016 the OEI pilot course will be available in Canvas for pilot colleges.</p> <p>Students must be part of a California Community College system in order to take the pilot course.</p> <p>Canvas will perform the conversion from D2L.</p> <p>Faculty can get a free Canvas to test it out. The district has not made a decision on when to purchase and use Canvas.</p> | | | |
| Pilot Course In-Service in San Diego | <p>Gwen, Andrea, Gigi and Allison Gustafson attended the in-service for OEI pilot courses in San Diego.</p> <p>Andrea will bring the Act On Rubric next meeting and will also put the rubric on the Distance Education website.</p> | | | Andrea Horigan |
| Distance Education Accreditation & Update Self-Evaluation | <p>The accreditation team will pick any online course to evaluate during their accreditation visit.</p> <p>Greg Gillespie approved the self-evaluation checklist for faculty who teach online.</p> | | | Andrea Horigan |
| Adjournment | The meeting was adjourned at 3:05 pm. | | | Gwendolyn Huddleston |

