**Ventura College DE Meeting**

**Meeting Minutes 2016-2017 Academic Year**

**Thursday, January 12, 2017 LRC 136 Studio**

**Present:** Andrea Horigan, Karen Englesen, Niki Milani, Matt Moore, Michael Ward, Sharon Oxford, Stephanie Branca, Gwen Huddleston, Ara Khanjian, Meg Phelps, Araceli Trujillo, Corinna McKoy, John Elmer

**Absent:** Robert Porter

**Guests:** N/A

**Recorder:**  Erin Askar

**Convened:** 3:30 pm

**Minutes:**

| **Agenda Item** | **Summary of Discussion** | **Action due by whom** |
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| 1. **Call to Order** | Gwen Huddleston called the meeting to order at 3:30 pm |  |
| 1. **Public Comments** | None |  |
| 1. **Approval of Minutes** | Minutes were approved by consensus with corrections for absences |  |
| 1. **Announcement/**   **Information Items** | 1. Review of advisory group goals:   Goal 3 – Advertising for online-only degrees. VC currently offering 4 soon to be 5 with the addition of Art History. DAC to fund promotion  Goal 4 – 86% of fully online faculty have completed Canvas training. 79% are teaching a fully online course in Spring 2017. 14% who are still on D2L due to time constraints, waiting for summer to transfer classes, etc. – not resistance based delays   1. Current VC Canvas statistics (handout provided) – As of January 10, 6400 enrollments in Canvas, 3600 assignments, 2000 online discussion topics. 2. ‘Countdown to Canvas’ app – Sharon to add to VC DE website. D2L is done this summer. Michael Ward to remind department chairs about the ‘Countdown’ 3. 599 Canvas courses currently offered in the VCCCD, over half of those offered by VC | Gwen  Sharon/Matt |
| 1. **Discussion Items**   **D2L to Canvas**    **DW DE Update**  **DE Promotion**  **OER**  **DE Summit**  **Spring Flex Days/Ideas**  **Proctorio and Ally**  **DE Hire Update**  **OEI Update**  **Other** | Instructors with classes in D2L that they teach infrequently be encouraged to move those classes over to Canvas by the June 30 deadline  Teachers (already on Canvas) ready to ‘teach’ teachers  Recommendation to request specific Canvas practice shell for course you want to transfer now even though the course may not be taught in the upcoming semester  D2L will save student records for 5-7 years but it is unknown what level of service they will provide VCCCD instructors after June 30  Promoting consistency across campuses for DE  Adopt same handbook and catalog description  Regular and effective guidelines  Accreditation standard for hybrid classes  All supported by Chancellor and Vice Chancellor, streamlines cooperation  Per Chancellor, currently15.8% of classes being offered across VCCCD are DE and hybrid courses. The district and the board has set a goal of 20% of the schedule  Enrollment challenges on the horizon (population driven). High schools are not producing as many college students so a high quality DE program will attract students near and far  VC is gaining reputation as one of the highest quality DE programs  Include non-credit courses in promotion?  Dina Pielat is changing marketing to increase DE influence  Promote to local colleges i.e. Cal Lutheran CSUCI, etc.  Advertising in TO Mall - MC and OC represented, but not VC?  District wants more promotion of our use of OER, advertising which DE instructors are already using OER  Cerritos College test pilot very successful as students had textbooks from the first day of class  OER library/Open Stacks – high quality, free textbooks  VC Book Store/Barnes and Noble will print out book from Open Stacks for students for about half the price of a textbook  Professional development for instructors not on OER (peer-to-peer)  Executive director and lead technical people from OEI will be attending  There will be a session on OER  Sharon to re-send Summit invitation, advisory group members should all sign up and attend  Email reminders to be sent to those who already registered one week prior to Summit  Coming 4/20 and 4/21  VC Faculty Fellows Program (ALAS) – Goal to develop DE professional development online. Faculty can share HIPs, videos, etc. Participants eligible for $1000 grant  Matt and Sharon to assist those who would like to participate in a Canvas shell  Proctorio, OER?  Move online classes from D2L to Canvas  ¾ day – all DE people can come and go to which sessions they want  Proctorio – online test proctoring service works with Google Chrome only with numerous settings available from very strict to very lax. Requires clear definition for students  Working with deans in tutoring and testing center to use Proctorio  Proctorio is free – highest rated testing software (works with Google Chrome only). Per quiz, not per course. Can use for a single quiz for a trial  Looking for more instructors to pilot it – early adopters  Upcoming training sessions for Proctorio. Checking on whether it works on smart phones or not as majority of students prefer mobile devices  Ally is a program that checks courses for accessibility issues. Takes about 7 minutes per course. Only works for Canvas  Two provisional hires chosen while search continues  First student has entered the OEI Exchange  What faculty groups are missing from Advisory group?  Add item for next agenda – non-credit courses going live for Karen in Fall? | Matt  Gwen  Gwen  Gwen  Gwen  Gwen  Sharon/Matt  Gwen |
| 1. **Adjournment** | Meeting adjourned by at 4:30 pm |  |
| **Next Meeting Date:** | 3:30-4:30 pm, February 9, 2017 |  |