Distance Education Committee Meeting Minutes
Tuesday, September 4, 2012
3:00 PM – 4:30 PM

LRC 114
Welcome and Introductions (Gwendolyn Lewis-Huddleston)
Gwen introduced herself as head of the Distance Education Committee

Attendees:
In Person:
- Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development
- Eileen Crump, Title V Cooperative Grant
- Sharon Beynon, English, Professional Development Activity Director
- Erica Tartt, Instructional Design
- Andrea Horigan, Sociology
- Andrea Adlman, Math
- Mike McCain, Math
- Ara Khanjian, Economics
- Ticey Hosley, Counseling
- Sandy Hajas, Learning Resources Supervisor
- Corrina McCoy, Political Science
- Krista Wilbur, Instructional Technologist
- Sandra Kinghorn, Business

Absent:
- Eric Martinsen, English

Documents received:
Agenda
Letter for Distance Education Instructors
Copy of Quality Matters Program brochure

Group:
- Purpose and Goals of Distance Education Committee will be written in each meeting agenda
- Change hybrid courses to partially online in distance education terminology
- Gwen will email a newsletter to entire campus listing what the Distance Education Committee has accomplished in the past year
- Committee is implementing more group trainings for distance education instructors to deal with limited distance education staff
- Krista Wilbur has resigned her position as Instructional Technologist at Ventura College
- Certification Training dates are posted
- Training will include creating an online course
- D2L platform has been upgraded to a new version that is drastically difference from previous version
- Every online instructor who is teaching in the spring semester will have to take training

- First round of training will include instructors who have a background in web-enhanced classes
- Instructors who are new to distance education will have to wait for spring training
- Sign-up for training is now available at Distance Education site
- Instructors who want to teach online in spring 2013 must take training to get an online class assignment
- Training can be done from any computer and takes about 3 to 5 hours per week for 4 weeks
- Pearson products, which include My Math Lab, are working on integrating with other platforms
- The district requires that all VCCCD use the same Desire2Learn platform
- The VCCCD guidelines state that using publisher sites without Desire2Learn is not allowed
- Erica will be giving two training sessions: Wind Down Wednesday and Therapy Thursdays
- Committee is working to make online student self-assessment orientation mandatory for students who want to enroll in an online classes
- Committee will consider offering a ½ unit self-pace course that teaches students about taking an online course in Desire2Learn
- Success rate in each online class is a consideration in maintaining a specific class
- Distance Education classes are on average 10% behind face to face classes
- A committee member suggested extending waitlist to 10 students, and since this is a district-wide decision Gwen will mention suggestion to other college committees
- Students on the waitlist have full access to Desire2Learn class
- Committee members are asked to discuss and bring ideas for Best Practices for faculty to next meeting
- Erica will convey to IT committees that the self-service online system that is turned off from 10 PM to 12 AM is not conducive for instructors who are trying to work from home in the late evening
- Distance Education Handbook needs to be updated
- Eileen will email handbook to committee members to read before next meeting and committee will discuss any revisions
- Once the Distance Education Handbook is updated it will be given to academic senate to upload on their website before accreditation team's next visit
- Eileen will email all meeting dates to committee members
- Committee members are ask to bring questions for the distance education FAQ section to next meeting
- Quality Matters will be contacted to give distance education committee a presentation about their services
- Committee should review Quality Matters website before next meeting
- Sharon Beynon and Sandra Kinghorn will participate in beta distance education training to give feedback before training is launched to entire campus
- Sandy Hajas will set up SmartThinking, an online tutoring service presentation for next meeting
- Next meeting Tuesday, October 2, 2012 from 3 PM – 4:30 PM in LRC 114