

Distance Education Committee Meeting
Tuesday, April 3, 2012
Ventura College LRC 114
3:00 PM – 4:30 PM

Welcome and Introductions (Gwendolyn Lewis-Huddleston)

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean of Social Sciences & Humanities, Distance Education, Professional Development
- Erica Tartt, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump Clerical II Title V Cooperative Grant
- Shelley Moore, Nursing
- Eric Martinsen, English
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- Andrea Horigan, Sociology

Minutes: Minutes approved from March 6, 2012 meeting

Welcome and Introductions (Group)

- Desire2Learn was upgraded to #10, instructors can use the sandbox
- D2L upgrade is easier to use for people who have never used it
- Will offer training prior to spring semester next year
- The entire VCCCD was upgraded in Desire2Learn #10
- EVP will need a decision from Distance Education Committee on when to begin new Desire2Learn upgrade
- Testing upgrade will be available June 25 and full production will be available 2 days before fall semester
- Desire2Learn upgrade has a completely different interface than previous edition
- Committee will know after meeting on Thursday when the new Desire2Learn will be implemented at VCCCD
- Ramiro needs to know when Distance Education Committee wants to launch Desire2Learn #10
- Krista, Erica, Candace and Bola are working on the Distance Education training course
- Goal of Distance Education training is to model a quality online class, so instructor can develop content for his or her online class that they can use during the semester
- Committee is working on rubrics to include in training
- Estimating 4 weeks of self-paced training; 5 to 7 hours a week for 4 weeks
- Andréa Adlman's students think it is a good idea for instructors to take an online certification training to be about to teach a distance education class
- Start date and end date have not been determined for the distance education certification training
- The month of May will have first round of training

- There will be advanced certification training in the future
- Erica will create an instructor community in Desire2Learn with a FAQ
- Krista created a grab-and-go template in D2L shell
- Krista and Erica are working on adapting the D2L training that came with the software program
- The purpose of reviewing the training workbook is for approval and feedback from committee
- Intelligent Agent will be taught in more advanced training
- Move “Learn Outcomes” page next to “Learning Activity” page in the training booklet
- Gwen and Ramiro shared Distance Education proposal with union, and Patricia Parham was fine with it
- The union had a problem with the word *mandatory* and does not want to make instructor certification training mandatory
- The union agrees that faculty should get permission from their dean or distance education dean to teach an online class; this is stated in the contract
- Gwen was asked by the union to redo the contract language for the distance education training,
- Gwen will rewrite proposal omitting the word *mandatory*
- Union is not against the instructor training, but does not want it called a certification training
- Gwen will email first draft proposal out to committee members to review and then send out final draft to non-committee members later
- Gwen, Krista, Erica will share what Distance Education Committee is doing with academic senate
- The Title V Cooperative Grant states that Distance Education classes should equal the success and retention rate of face-to-face classes
- Computer-assisted classes will be the main focus in May’s meeting discussion
- Next meeting, committee members will research computer-assisted classes for ideas
- My Math Lab is not accessible to disabled students
- Distance Education classes need to be accessible to the disabled
- The Distance Education Committee will speak at the academic senate on Thursday, April 5 from 1:30 pm-3:30 pm
- Received grant approval to use \$50,000 for online tutoring software
- Next meeting, discuss online tutoring software
- Sandy mentioned that only one program she reviewed is compatible with D2L
- Oxnard College received approval to use \$50,000 for online tutoring software
- Sandy will call Diva Ward to find out what they will be doing about online tutoring software
- Next meeting Tuesday, May 1, 2012 in LRC 114