

Distance Education Committee Meeting Minutes
December 4, 2012
3:00 PM – 4:30 PM
LRC 114

Attendees:

- Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development
- Eileen Crump, Title V Cooperative Grant
- Erica Tartt, Instructional Designer
- Rebecca Chandler, Instructional Technologist
- Mike McCain, Math
- Corrina McCoy, Political Science
- Tania DeClerk, Spanish
- Tacey Hosley, Counseling
- John Elmer, EAC
- Andrea Horigan, Sociology
- Andrea Adlman, Math
- Sandy Hajas, Learning Resources Supervisor
- Sandra Kinghorn, Business
- Alex Sztuden, BrainFuse

Documents received:

Agenda

Distance Education Curricunet Appendix

Distance Education Committee Meeting Minutes November 6, 2012

Group:

- Rebecca Chandler, the new Instructional Technologist, introduced herself
- D2L upgrade training overview on December 4, November 30 and December 11
- The December 11 overview will be recorded for CCC Confer
- Just completed first 4 weeks of D2L training course for instructors
- Erica and Rebecca will offer another instructor 4 week D2L training in the spring of 2013
- Erica and Rebecca are developing a student online training course for D2L that will be offered in January 2013
- Erica migrated D2L to the portal
- Erica and Rebecca will be available for D2L assistance two hours each day during Spring 2013 Flex Week from Tuesday, January 8 to Friday, January 11 between 1 pm – 3 pm and online instructors can drop in with questions
- Erica and Rebecca will work on creating a glossary for D2L
- Create survey function from faculty. Erica will survey faculty to get clarification
- Can create a scavenger hunt for students to learn the D2L navigation
- Erica encouraged online instructors to have an orientation module for their online class
- Establish common composition of how courses are designed; this will help with training students, especially those who are visually impaired. These guidelines will go into D2L Handbook and post on D2L website
- There is a recommended syllabus in D2L for instructors to follow
- The work-in-progress D2L Handbook was given to the academic senate to review
- Academic Senate is working on a way of documenting Regular and Effective Contact
- Not all online classes track when students log in and log out

- Need to track online class discussions for Regular and Effective Contact; system does track quizzes
- The faculty contracts will be discussed in January and instructors who participate in the negotiations should be aware of what the Distance Education Committee considers best practices to make sure distance education courses are transferable and meet the state requirements
- Let Gwen's office know if professional development trainings are being offered so they can be posted on the Professional Development Calendar, VC Announcements, Robin's email
- Committee is looking for ways to capture data to see how effective professional development trainings are; Need to see if trainings are helpful to faculty and see if they help student success rates
- Need to capture Distance Education data in order to get funding
- Funding is based on both qualitative and quantitative data
- Data to capture: student participation in class and comparing face to face classes with online classes to see the student success rate in each
- Instructor feedback needs to be tracked in a formal manner through a formalized process
- Distance Education Committee will conduct its own member surveys
- Alex Sztuden, Brainfuse representative gave a demonstration of Brainfuse tutorial software
- Gwen recommended that committee attend the State Distance Education Webinar on Monday, December 5, 2013 at 9 am – 12 pm in LRC 114
- Next year Distance Education Committee will work on program review
- Next meeting on Tuesday, January 15, 2013 at 3 pm – 4:30 pm in LRC 114