

**Distance Education Committee Meeting**  
**Tuesday, February 7, 2012**  
**Ventura College LRC 114**  
**3:00 PM – 4:30 PM**

**Welcome and Introductions**

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean, Social Sciences, Humanities, Distance Education, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump, Title V Cooperative Grant
- Shelley Moore, Nursing
- Eric Mantinsen, English
- Sharon Beynon, English, Title V Activity Director
- Sandy Hajas, Learning Resource
- Michael McCain, Math
- Andrea Horigan, Sociology
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center

**Documents received:**

CRN Notes for the Schedule of Classes for online and hybrid classes

**Welcome and Introductions (Group)**

- Four Mimeo Smart boards have been ordered
- Committee will establish Drop Policy for Distance Education students and must notify student by email when they are dropped
- Distance Education drop policy should be the same as the classes held at the college
- Require a minimum of two instances of logging into class and responding to discussions, questions, or submit work in order to demonstrate the student is engaging in class
- The new Distance Education drop policy will require a student to participate during the first week of class – if the student does not participate the first week of class they can be dropped from the online class
- New drop policy must be clear so students understand requirements
- Students on waitlist have access to online class
- D2L Progress Tool can be used to track online students because it records when students log in to class

- Online classes have already been separated on the class schedule from classes held on campus
- The upgrade on Banner will include a button that, when clicked, will display only online classes
- There will also be a note to students saying they must click CRN Notes to obtain more class information
- Erica and Krista are working with faculty to create online student assessments
- Schedule of classes should display dates for online class finals
- Online instructors needs to be flexible with their exams; if their exams conflict with exams for classes held at school, they need to change their exam date and time to accommodate the exams for on-campus classes
- Online classes that require finals should be part of the schedule and have a set time to take their exams
- CRN notes must include on-campus meeting dates and times. This data should also be included on the class schedules
- Division administrative assistants that are entering information into class schedule should have guidelines on what to write in the class schedule
- CRN Notes Guidelines will be emailed to all administrative assistants and will also be posted on Distance Education website to help administrative assistants write the CRN notes
- Schedule of Classes will no longer use the word *Hybrid* in CRN notes and will be replaced by the term *Partially Online*
- Optional sessions must be stated in CRN notes
- Classes coded less than 100% is a partially online class
- Any class coded 10% or less face-to-face is considered an online course; Krista will change form
- Gwen will review online curriculum before next meeting
- Division administrative assistants and faculty can use EMS to reserve classrooms
- Susan Bricker is reviewing the information to e-mail online students who register for an online class
- Consider identifying what classes are good for on class schedules
- Committee members will review today's handouts. Any comments should be sent to Krista by tomorrow, so she can send them to data tech
- The word *Required* will replace the word *Mandatory* on the class schedule
- At the next meeting, Gwen will bring in a draft of policy for distance education committee for review
- Gwen received The Information Data for Fall Distance Education and will review before she shares it with committee
- Krista and Erica will continue to give technical orientations when registration begins and also at the beginning of the semester

- D2L instructors should call their first class session *Course Information Session*
- Faculty needs to notify students about online orientations
- Students are notified in the student portal about orientation
- Krista will check with registrar about sending out an email blast about student orientation
- Gwen and Krista will work on the language that will go into the mail blast
- Krista will look into having a *News Items* link on distance education website
- Sandy will set up a tutor software demonstration; anyone interested can come
- Sandy will look into sustainable software
- Andrea Horigan will create a basic rubric and discuss in next meeting
- Gwen, Krista, and Erica are developing a Desire2Learn certification program that is fully online
- Krista and Erica have established a calendar and schedule of their work to help them with their heavy work load. They now have specific office hours so now appointments are required to meet with them
- All computers for the Faculty Resource Center have been ordered
- Gwen and Erica met with Lisa Sorenson from Purchasing to discuss interior design of new distance education training room, which is located in the basement of the LRC building
- Next meeting will show interior design plans to committee
- Will establish a new Faculty Mentor Program where instructors who score high on a grading system will assist other online instructors who need help with their online class.
- The Faculty Mentor Program is needed since the distance education staff is small
- Gwen will bring guidelines to next meeting and will eventually want participant feedback of program
- The training program for Desire2Learn has been purchased and is loaded with videos. Gwen, Erica, and Krista will create a syllabus for the training programs
- Gwen recommended that all distance education instructors take certification training, but we will make the final decision as a committee
- More advanced D2L trainings will be available in the future
- Proposal to establish a discussion forum for online instructors – this can also be part of the Faculty Mentor Programs
- Committee will continue to meet on the first Tuesday of each month at 3 PM
- Next meeting Tuesday March 6, 2012