Distance Education Committee Meeting Minutes
January 15, 2013
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
- Corrina McCoy, Political Science
- Tania DeClerk, Spanish
- John Elmer, EAC
- Andrea Horigan, Sociology
- Sandra Kinghorn, Business
- Eric Martinsen, English
- Sharon Beynon, English

Documents received:

Agenda
Best Practices – Tips for getting started
Distance Education Questions

Group:
- Desire2Learn Instructor assistances had good attendances
- Over forty students attended the two D2L student orientations given this week
- Desire2Learn web-enhanced training will be given the last Friday of each month
- The four-week D2L instructor online training will begin in April and extend into May
- Erica will send out a list of students who are enrolled in online classes to faculty who teach online courses
- Erica & Rebecca are working on setting up faculty drop in hours for the spring semester
- LRC Studio is now used for student orientations, and faculty is invited to drop in to observe student orientations
- Gwen gave an update on the January 8 Online Distance Education symposium, all three state college systems participated, Gwen will share PowerPoint from symposium when she receives it
- Governor is allocating a lot of funds into Distance Education
- Committee will create a repository for online classes
- Committee recommended creating a template course shell that any online instructor can export
- Committee members will discuss with other faculty members what they think of faculty collaborating with each other on a distance education course
- Need feedback from committee on what faculty resources should be in the faculty online repository, repository will be on DE website
- Ideas for repository: basic information on distance education, technology, web resources, best practices, checklist on how to get started teaching an online class, ideas on web-enhanced classes,
- Committee will review Ventura College DE website resources, and share new ideas in next meeting

- Mark Bowman created three different online class templates for each campus, the widget is on the VCCCD home page
- Gwen will attend the Technical Committee next week to discuss updating the Distance Education appendix, will report back next meeting
- Committee recommended to send survey only to instructors who have direct involvement in web-enhanced classes and online classes
- Sharon and Rebecca will develop the distance education instructor survey, have committee review it, and send it out in February
- It was recommended that the distance education survey should be sent out a month after school begins
- Include in survey the idea of faculty collaboration on creating online classes
- Erica will forward DE Distribution List to Sharon
- Erica will address My Math Lab update next meeting
- Instructors should be able to observe each other's web class
- Gwen will send DE Committee Tips to Becoming a New Online Instructor to Andréa Horigan, who will create an initial outline
- Academic Senate is working on making a connection between distance education best practices and faculty contract
- Next meeting Tuesday, February 5 at 3 PM – 4:30 PM in LRC 114