Distance Education Advisory Council
Meeting Minutes
August 9, 2012

Present:  Jenni Abbott, Leslie Collins, Lorena Dorn, James Fay, Kim Gyuran, Laura Maki, Joshua Sigman, Mary Silva, Michael Smedshammer

Guests: None

Absent: Moises Aguilar, Bruce Anders, Kimberly Bailey, Iris Carroll, Cheryl Chavez, Deanne Dalrymple, Yoseph Demissie, Carol Ellis, Shirley Miranda, Eva Mo, Chad Redwing, Lawrence Scheg, Michael Sundquist, Brenda Thames, Nadia Vartan

Recorder: Amy Bethel

1. Review and Approve Minutes of Previous Meeting
   As indicated by thumbs up approval, the minutes of July 24, 2012 were accepted as submitted.

2. Action Item Reports from Previous Meeting
   a. Joshua Sigman: Create a DE Website
      Joshua shared his draft of the DEAC website as built so far. Suggestions for additions and changes were given. Joshua will take those suggestions and continue working on the website.

   b. Jenni Abbott: Add DE Tools to Institute Day Program

   c. Mike Smedshammer: Plan Institute Day Share-Out Activity
      Jenni reported that Institute Day is a two day event this year and there is room on the Institute Day schedule for DEAC on Wednesday afternoon. Topics to be shared will be:
      - What happened over the summer with DE
      - Tools and gadgets
      - Good DE course presentations
      Food will be provided. The idea of doing a quick montage during the presentations on Thursday of good courses and a thank you to those who worked so hard over the summer was agreed to, if the Institute Day committee would allow it. After discussion, it was agreed that in light of the two days of activities, that the share out might be better attended if it was done on a day during the semester before things get too busy. Sometime during the week of September 10 was suggested. It was agreed to minimize the number of tools shared at any one time so people will not be overwhelmed and will have time to practice using the tools at a slower pace.

   d. Mike Smedshammer: Send links of best practices rubric for online instruction
      Mike sent links of Best Practices and Standards out to the council members. Concepts for developing and implementing standards and best practices were discussed. Jim Fay suggested that Jim Clarke’s rubric be used as a beginning point, flesh it out and use it. Awards for “best in show” was suggested as a way to keep the message positive. There needs to be some oversight to ensure that DE offerings are continually reviewed,
assessed and improved as needed. All faculty wanting to teach online need to be trained and meet the requirements outlined on page 15, part 2.2 of the DE Plan. Deans will have the responsibility of verifying that proper training has occurred. Mike will meet with the deans to let them know.

As the DEAC will not meet until September, Leslie suggested that in the meantime small groups get together to investigate such concepts as:

- How does review process work and what are the standards for teaching classes?
  - Group: Leslie (Lead), Mike, Jenni
- What are the standards for classes? Includes discussion on faculty interaction with students
  - Group: Laura (Lead), Kim, Mary
- Design, Pedagogy and ADA Accessibility
  - Group: Kim (Lead)

Establishing best practices will be added to the next agenda.

**Action Item:**

- **Who:** J. Abbott and M. Smedshammer
- **What:** Scheduling the DE Share Out, Week of September 10

**Action Item:**

- **Who:** M. Smedshammer
- **What:** Meet with deans to ensure they are aware of training requirements for new online faculty

**Action Item:**

- **Who:** L. Collins, L. Maki, K. Gyuran
- **What:** Meet with small groups to discuss best practices

**Action Item:**

- **Who:** J. Abbott and M. Smedshammer
- **What:** Add *Establishing Best Practices* to the next agenda

**e. Kim Gyuran and Laura Maki: Add Suggestions for Best Practices and Standards to faculty survey**

Laura and Kim developed a short, four question survey to send to online faculty members to solicit their feedback of the process of the online review and revisions. Michelle Marquez will load it into Survey Monkey. It will then be ready to send to faculty. The shortness of the survey should be emphasized in the email that is sent to faculty and the rubric should also be included.
f. All:
   i. Research best practices for concepts we would like to incorporate (in faculty survey)
   ii. Establish best practices
       See Item 2.d. above.
   iii. Review the draft of recommendation 7 response
       The review is in progress, but there is still time to suggest changes.

f. Mike Smedshammer and Jenni Abbott: Inform faculty of process for selecting LMS
g. Mike Smedshammer: Set up the pilot faculty
   The process is still being developed. DE faculty were invited to participate in the pilot. There will need to be a meeting with the pilot group before setting up demos. Pilot faculty have been selected for Moodle and Canvas. Mike will get together with them shortly to see how it is going with Canvas. The Moodle testers will not have support. Canvas is offering a free webinar in September. Faculty will be invited for food and to participate in the webinar. About mid-semester samples of the pilot faculty’s classes will be videotaped and posted to the de website so other faculty can see the differences in the LMSs. Mike Smedshammer would like to attend a Deans’ Council meeting to discuss the selection process.

**Action Item:**
   Who: M. Smedshammer
   What: Attend Deans’ Council meeting to discuss LMS selection process

3. Online Student Services Work Group (carried over from July 24 meeting)
   The group has not yet met. Lorena had questions regarding the composition and charge of the group. The group is to discuss feasibility with Moises, including Gina Rose in the conversation. Online services would still like to be offered as well. This may be redundant to the web page and will be discussed with the group. Lorena will set up a meeting. The group is made up of Lorena, Joshua, Kim, Mike Smedshammer, Brenda, and Iris.

**Action Item:**
   Who: L. Dorn
   What: Schedule meeting of the Online Student Services Work Group

4. New Online Faculty Training/Sharing Curriculum (carried over from July 24 meeting)
   Mike asked if he should develop training for new online faculty. Jim Fay stated that if there are faculty new to online teaching, that they need to be trained. It was suggested that for this year that if there are faculty who need training, that it be provided by @One while the DE Program is getting its house in order. Kim stated that up to 30 faculty can participate in a customized @One course for MJC faculty. Assessment work group should attend assessment piece. The cost is $2500. Jenni will see if she can find funding through Title 5. Jim Fay suggested that Mike Smedshammer consider using student interns or hiring student workers to assist with faculty training.
5. Goals for fall 2012 and spring 2013. What are our priorities?
   a. Create student services module (goal 1.2 in DE Plan)
   b. Revise the Start Here module (goal 1.8 in DE Plan)
   c. Create a student orientation course / module (goal 1.8 in DE Plan)
   d. Establish process for teaching online (goal 2.1 in DE Plan)
   e. Create an introduction to online instruction course (goal 2.2 in DE Plan)
   f. Create a Blackboard faculty course to house online materials and announcements, in the model of Columbia College (goal 2.4 in DE Plan)

Mike Smedshammer shared the six goals (listed as a - f above) that he believes are important for discussion at today’s meeting. The Orientation Course (Item C) is a high priority and samples from other schools will be reviewed for ideas. Columbia College may already have one as well. Item E is on hold. Mike explained that for Item F, the definition of online faculty includes fully online, hybrid and enhanced. The idea of sharing curriculum was suggested and is already happening in Counseling and PE. There was discussion on how to meet the timelines that are outlined in the DE Plan (pg. 22). We will wait until the semester begins and are more fully staffed. Jenni would like to divide the areas and assign them to work groups to parse out the work.

**Action Item:**
- **Who:** All
- **What:** Establish plans for meeting the timelines outlined in the DE plan

6. Report on IRC temporary housing move
   The IRC is moving into what was formerly the TV studio in the MPAC within the next week.

7. Is “DE” still the best name? Naming DEAC, IRC, etc.
   The idea of renaming the IRC was mentioned and will be discussed further. One suggestion was the Technology Enabled Learning Center.

**Other**
Formalize constituency groups at next meeting from back of DE Plan. Add to agenda.

**Action Item:**
- **Who:** J. Abbott and M. Smedshammer
- **What:** Add Formalize Constituency Groups to 9/13 Agenda

Next Meeting: To be determined after Academic Senate Meeting schedule is established.

**UPDATE** - Next Meeting: September 13, 2012, 3:30 – 5 p.m., Yosemite 213