Modesto Junior College
Distance Ed Committee
Meeting Minutes
April 7, 2014

Present: Cheryl Chavez, Shelley Circle, Iris Carroll, Amy Duffy, Shirley Miranda, Joshua Sigman, Mary Silva, Michael Smedshammer, Brenda Thames

Guests: Peggy Fikse, Director of Student Financial Services and Kristina Godinez, Accounting Analyst

Absent: Jenni Abbott, Brian Demoss, Carol Ellis, Kim Gyuran, Cece Hudelson-Putnam, Susan Kincade, Linda Kropp, Letitia Miller, Eva Mo, Martha Robles

Recorder: Amy Bethel and Melissa Beach

1. Agenda Approval
   The agenda was approved by consensus of the group.

2. Dropping Online Students for Non-Participation (Kristina Godinez, Student Services)
   Peggy Fikse and Kristina Godinez provided information regarding the importance of dropping no-show students from their online classes. If not done properly and within the correct timelines students may receive dollars that have to be repaid either by the student or by the college. Kristina distributed a document containing the guidelines and showing examples of how students are shown as not attending, including those specifically related to DE students. Mike and Cheryl will work to notify online faculty to drop students who have not logged in or otherwise done work in the class.

3. Review of Minutes of Previous Meeting
   The minutes were approved by consensus of the group.

4. Reports on Action Items from Previous Meeting
   a. Contact a faculty liaison as well as Bruce Anders in regards to online tutoring (Shirley)
   b. Communicate with Barbara Jensen about online tutoring in the Writing Center (Shirley)
      Shirley and Barbara Jensen identified some students that she would like to train to use JoinMe to help tutor English students. It is important that tutors recognize the difference between tutoring and editing. Her schedule will not allow her to begin training them until summer.

      **Action Item:**
      Who: Shirley Miranda
      What: Begin training tutors to use JoinMe

   c. Follow up with Brian (DeMoss) about Blackboard morning hours (Mike)
      Blackboard Helpdesk will now be available from 8 a.m. - 8 p.m. The IT HelpDesk will answer questions between 8 a.m. and 12:30 p.m. Cheryl will forward her phone to 7900
when she leaves at 8 p.m. and will unforward her phone when she reports for duty from 12:30 – 8 pm.

d. Check with Susan about funding an Online Education Award (Mike)
Susan Kincade approved a $500 Award for Online Faculty. Mike would like to have the first award available by Fall Institute Day. A sub-committee comprised of Iris, Shirley, Mike and Brenda was created to determine the nomination process and outcomes. Shirley suggested that students also have an opportunity to weigh in.

**Action Item:**
Who: Iris, Shirley, Mike, and Brenda  
What: Establish the Online Education Award

e. Identify a time and location for Summer Online Instructor’s Institute (Mike)
The Summer Online Instructors’ Summit will be held on June 25 in LB 10, the newly identified space for DE.

**AREA I: Student Support**

5. Online Student Services Update
   a. Website and Electronic Forms Update (Martha and Joshua)
      OU Campus forms will be available next week. These will meet the needs of some. Central Services wants to have a district wide-solution and that cannot be done until Datatel is reset.

6. Updating the start here module (Mike, Letitia and Eva)
Now that new website is up, work can begin on updating the Start Here Module. Mike and Letitia will begin working on the update.

**Action Item:**
Who: Mike and Letitia  
What: Update the Start Here Module

7. Creating a Student Online Diagnostic (Mike, Cheryl, Brian, Shirley and Joshua)
      Mike shared draft of the diagnostic. It will have a different name and different content. Joshua added that it is now editable. It will allow students to find out if they are likely candidates to take online classes. A “score” will be developed. If the score indicates that a student is not a likely candidate for successful completion of online courses, there will be a note that tells the student that face-to-face options of most courses are available and might be a better fit. Students will not have to pass the test to enroll in the online version of the class, neither are they required to take the test.

**Action Item:**
Who: Joshua and Mike  
What: Complete and deploy the student online diagnostic
8. Embedded Librarian Update (Iris)
Iris stated that she is embedded into a couple of classes, but has not seen a lot of interest. Mary Silva said that she would like an embedded librarian. Mike suggested that now that we have tried it with a couple of classes and the usage is low, we can advertise it to see if it can be scaled up so that all online faculty could take advantage of it. Iris thinks it is a good idea to continue and to grow.

**Action Item:**
- Who: Mike and Iris
- What: Advertise the expanded Embedded Librarian Program

AREA II: Faculty Support

9. Turnitin contract; Craigslist cheating; Imposter cheating
Mike talked with the Turnitin rep recently. By working with other community colleges, we may be able to get a price break. Mike reported that advertisements have been seen on Craigslist to pay to have papers written for English 101 and 103. To date the students have not been identified. Methods of ensuring that the student enrolled in a DE class is actually the one doing the work are being explored.

10. Faculty online evaluations
There is a timeline for evaluating online classes. Development of timelines for late start or short-term classes is still needed. Mike noted that there was a suggestion that rather than having a timeline defined by weeks, that it be done by percentages.

**Action Item:**
- Who: YFA Representative or Mike
- What: Relay information about using percentages for evaluation cycle

11. Spring and Summer 2014 Online Instruction Cohorts Update (Mike)
Mike reported that there is about a week left in the Spring DE Faculty Training Cohort. Summer is the last cohort that Title V will cover so there are many faculty who would like to enroll. There is still quite a bit of money available, and it is hoped that more faculty can be accommodated. The summer cohort begins the last week in April. There will be a break in between where Mike will be on vacation.

12. Online Instructor/Course Award (Mike)
See 4d. above.

Mike received a Title V grant and is going to the California Online Teaching Conference. He asked if there were others interested. Mary Silva and Al Smith are going. He added that if enough full-time online faculty or the DE Committee members would like to go, he would be interested in helping them to write a combined grant application to fund a group.
Action Item:
Who: Mike
What: Write Title V grant proposal for a group to go to the OTC in San Diego

AREA III: Technology and Infrastructure
14. Updates from Mike (May archiving; WebCT server offline; Blackboard contract)
   Archiving: Older courses will be archived in May.
   WebCT server offline: 400GB of space has been devoted to running WebCT even after Blackboard came on board.
   Blackboard contract: We have one more year with Blackboard. Mike recommends that we stay with Blackboard until the state determines what LMS they will go with. There will be a $60,000 increase to cover the additional bandwidth and server space.

AREA IV: Governance, Guidelines and Budget
15. Senate Reps (Iris, Kim, Eva, Mary)
   No report.

16. Curriculum Rep (Shelley)
   Shelley and Letitia talked to Barbara Adams about having a DE Committee rep look at Distance Ed offerings coming through to the Curriculum Committee for approval. Mike thinks it is good idea. Further discussion will occur.

17. College Council (Iris)
   Iris reported that the College Council talked at great length about faculty hiring priorities. They voted to accept the submissions of the IC and made the recommendation to the president to move forward. She will write a rationale should she disagree with any of the proposed positions. Mike added he would like to see “Familiarity with practices of online education” as a desirable characteristic on job descriptions for new faculty.

18. Grant Update (Jenni)
   On Friday, there was a meeting with a group to apply for a Title V Distance Ed Grant. Mike Gaudette, President of Lighthouse Consulting, Inc., met with the group to determine needs and strengths. He will write the grant application using the notes from the meeting, the MJC DE Plan and other data. If we get the grant, we would receive the money sometime in October.

19. Items for next agenda
   No suggestions were given. Mike thanked the committee for their work throughout the year and added that Leslie Collins will replace Kim Gyuran when the committee reconvenes in the fall.

Next Meeting: September 8, 2014, 2:30 – 4:30 p.m., LB 10