Present: Jenni Abbott, Iris Carroll, Leslie Collins, Brian Demoss, Amy Duffy, Carol Ellis, Linda Kropp, Laura Manzo, Shirley Miranda, Eva Mo, Joshua Sigman, Mary Silva, Michael Smedshammer
Absent: Cheryl Chavez, Shelley Circle, Susan Kincade, Letitia Miller, Martha Robles, Jeff Swank, Brenda Thames
Recorder: Melissa Beach

1. Welcome New and Returning DEC Members
   Due to new members and being our first DEC meeting of this fiscal year, introductions were made by all.

2. Agenda Approval
   Members asked if items 12, 13 and 14 could be moved to the top of the agenda and that was approved by consensus. The 9/8/14 agenda was approved by consensus of the group.

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

4. Reports on Action Items from Previous Meeting
   - Begin training tutors to use JoinMe (Shirley)
     No time for report.
   - Establish the Online Education Award (Iris, Shirley, Mike, and Brenda)
     No time for report.
   - Update the Start Here! module (Mike and Letitia)
     No time for report
   - Complete and deploy the Student Online Diagnostic (Joshua and Mike)
     - [http://mjc.edu/instruction/online/readinessquiz.php](http://mjc.edu/instruction/online/readinessquiz.php)
     Mike complimented Joshua and subcommittee members regarding the Online Readiness Quiz on the Online Education webpage where students take a reading test, typing test and answer questions to receive feedback on whether online classes would work well for them. Mike has already been contacted by a company interested in our quiz inquiring how effective it’s been and if we have any data on it.
   - Advertise the expanded Embedded Librarian Program (Iris and Mike)
No time for report.

- Relay information about using percentages for evaluation cycle (YFA Representative? Mike?)
  No time for report.

- Write Title V group grant to attend OTC in San Diego
  No time for report.

**AREA I: Student Support**

5. **Online Student Services Update**
   a. **Website and Electronic Forms Update (Martha and Joshua)**
      Mike asked Brian DeMoss the status regarding the single sign-on system for students. Brian said they need to activate a single sign-on logon for PiratesNet, etc., before they can do a portal. This system allows 1 user and password for logging into computer, email, Flex, OU Campus, etc. HR is currently working with forms in SharePoint. Mike asked how we make the portal a priority and was told licensing and hardware costs $75,000 - $100,000 which is the only delay--no funding. Discussion was held on all the work that keeps getting accomplished with little to no funding by folks working nights and/or weekends. If you’re good, you get it done; but you don’t get additional staffing. One member suggested we report what we are NOT getting accomplished due to needing more help and staffing.

6. **MS Office 360 Advertising Project**
   No time for report

7. **Student Orientation to Blackboard Course (“Project X”) (Mike)**
   No time for report.

**AREA II: Faculty Support**

8. **Spring and Summer 2014 Online Instruction Cohorts Update (Mike)**
   No time for report.

9. **Highlighting the Online Instructor of the Year on the DE Website (Mike)**
    There were not a lot of nominations for Online Instructor of the Year. The subcommittee put together the application and criteria, but unfortunately approval took too long and it was just sent out for nominations a couple weeks prior to Institute Day. Becky Gaines was the winner and though all DEC members were pleased they agreed there must be more time for advertising and collecting nominations, as this last minute nomination process is disconcerting. Discussion was held that nominations for online instructor of the year need to be held in Fall and Spring semesters, not Summer. We should ask for student input. Mike said that Amy Bethel is taking care of the plaque which will be somewhat like the Purdy Award and plaques will be displayed in our designated Distance Education room, Library Basement 10. There will be space on the DE webpage highlighting Becky Gaines with a screencast, tour of her course, picture, and bio. DE should contact her and offer to help her
get this going. Leslie can help with the screencast and Joshua can place everything on the webpage.

**Action Item:**
- **Who:** Leslie
- **What:** Work with Becky Ganes to help her provide screencast tour of her course.

10. Certified Online Instructors List (Mike)
There is a handful of faculty not on the list that started teaching online years ago. Interim dean Jennifer Hamilton is working to make sure all faculty have had training in order to teach online.

**AREA III: Technology and Infrastructure**

11. Updates from Mike (May Archiving; WebCT Server Offline; Blackboard Contract)

- Joshua Helping with File Size
  No time for report.

The Online Education Initiative is funded by the governor as we need to fix our online instruction system in CA. $16 million is enough to have impact. They hired Pat James as chair of OEI with 3 branches and they will have common assessment across all colleges. They will also recommend a common course management system this fall. There will be pilot groups in the Spring (ex: Your History is full at MJC. Long Beach has a class opening, so the student takes class from Long Beach. Long Beach gets the FTEs, MJC gets the credit for graduating and transferring more students.) For students this is fabulous. With this system it would happen automatically. Mike was on the subcommittee that created the evaluation rubric for online courses in the consortium and MJC’s rubric is very similar. You can apply to be a reviewer. Not all courses are in it. You apply to have your course in the consortium. At some point we should adopt this rubric.

**AREA IV: Governance, Guidelines and Budget**

13. Updating the DE Plan (Checking off Accomplishments) for Mid-Term Report (Mike)

[https://www.dropbox.com/s/fz0q8oyoxxzbrky/MJCrevised%20Sept%202014.docx?dl=0](https://www.dropbox.com/s/fz0q8oyoxxzbrky/MJCrevised%20Sept%202014.docx?dl=0)

Mike stated the Mid-Term Report is due mid-October and our DE Plan is full of tasks we said we would accomplish. He asked members to help go through it and mark off all accomplished items. This information is critical for the Mid-Term Report. Mike and DE members took about an hour to go through goals in the DE Plan and update the status to indicate which goals had been completed. completed the DE Plan responses for the Mid-Term Report.

Shirley Miranda reported they are in the process of developing a video that shows students how online tutoring is done. She will keep an eye on the state-wide committee that is
looking at hiring one vendor for the entire CCC system for online tutoring and she will report back to the DE committee on the progress of that group.

In response to objective 4.3b “ensure that all online courses are in compliance with requirements of ADA...” members discussed methods to help faculty become ADA compliant. Linda Kropp suggested sending out weekly DSPS tips as an “online teaching tip of the week.” Others discussed raising awareness, putting all text in graphics, not using red, etc. Since Mike is already fully extended, Eva suggested a subcommittee could meet and prepare these tips and then send to Mike for his dissemination. Discussion was held regarding not having an ADA rep on the DEC and how crucial that need is. Members shared disappointment with DE’s lack of staffing preventing important goals from being reached, such as ADA compliance. Jenni will contact Francisco Banuelos and request ADA representation.

**Action Item**
*Who:* Mike
*What:* “Clean up” the work done by the DE Committee on the DE Plan goals and deliver the final copy to Susan Kincade and Heather Townsend for inclusion in the Midterm Report

**Action Item**
*Who:* Jenni
*What:* Contact Francisco Banuelos to invite Claudia Mery as member of DEC

14. Senate Rep (Eva)

- **Large Class Provisions Online** – Eva Mo stated she heard over the summer that there were attempts to get certain divisions to merge single shells into a double and that it wasn’t a choice. The complaint she’s hearing is online faculty are getting away with doing less work. They were attempting to make this change for Fall 2014 semester; however, faculty started to protest it. There are very different modalities with online faculty and face-to-face faculty. The administrators want to make things more efficient and equitable between what happens online and what happens on campus with regard to large class sizes. When you move online and can combine shells, just like on the ground you need to take the 25% students. Academic Senates’ concern is this issue was never brought to the Distance Ed Committee. The Senate asked Eva to bring this item to DE and get DEC’s advisement on how to handle this situation. One member asked if faculty with have a choice when it comes to creating the schedule. Will online faculty be forced to add 25% to their load? In the past the DEC has focused on success, retention rates and quality; now this is an administrative and professional issue.

Mike Smedshammer said Susan Kincade would like us to table this issue so she can come talk with us on it at the next DEC meeting. She wanted to come today; however, there was a conflict with College Council and she was giving a presentation there.
One member suggested we identify issues that need to be explored that are equal and equitable. Debi Bolter, YFA President, met with Susan Kincade and asked that they email things they agreed upon. One was that no faculty would be forced to turn their single shell into a double and if not a double they have to teach their class in 2 shells. Another member suggested we weigh in what best practices should be. The maximum enrollment for online classes is mostly 40 just like face-to-face and we do not get paid for a double. A lengthy discussion ensued on this topic. Mike reminded members that Susan Kincade said this is a YFA contract issue and she wants to be present to discuss this. Some members disagreed that conversation should be had now to be ahead of it and determine the framework. Mike suggested Eva head a subcommittee regarding Online Large Classes, invite Susan Kincade and report back at our next meeting. Eva Mo, Leslie Collins and Laura Manzo will be on the subcommittee and the committee is seeking other experienced faculty (online education) from different disciplines to discuss academic and professional issues surrounding teaching online large classes. Currently we have Spanish, Speech, and History. We would like faculty from other areas, especially vocational, and disciplines from divisions other than BBSS, Arts, and Humanities, and Lit/lang. We want members that teach, understand the complexity of teaching, DEC, the Master Ed Plan. Eva asked what is the charge of DEC and list of what we have been doing. We cannot wait to discuss this as faculty are already signing up for Spring classes. If we are only going to have online doubles or quads--this is a problem. Members agreed DEC needs a rep on Instruction Council.

DEC members feel the reporting structure of this committee isn’t as a subcommittee of Academic Senate and if we report to any group it should be Instruction Council. Recommendations from Distance Ed Committee go to Instruction Council, per Susan Kincade. Mike said he will try again to clarify to whom this committee advises.

**Action Item:**
Who: Melissa
What: Email Online Large Class Subcommittee members to Eva Mo.

**Action Item:**
Who: Eva, Leslie and Laura
What: Form Online Large Class Subcommittee; invite more reps; invite Susan Kincade. Report back at next DEC meeting.

**Action Item:**
Who: Mike
What: Clarify which committee/council DEC reports to.

15. **Curriculum Rep (Shelley)**
   No time for report.
16. College Council (Mike)
   No time for report.

17. Grant Update (Jenni)
Jenni reported they did not get the Title V grant they applied for. She said that the idea now is to fold Distance Ed into a broader grant. They will write another proposal next spring that will hopefully include some of the needs of Distance Ed.

18. Items for next agenda
   Mike encouraged DE members to let him know if they have concerns, things they would like to see happen in meetings or online education, etc.

   Next Meeting: October 6 2014, 2:30 – 4:30 p.m., LB 10