Distance Education Committee Meeting Minutes
October 19, 2015

Present: Jennifer Ahlswede, Iris Carroll, Shirley Miranda, Michael Smedshammer, Joshua Sigmon, Milan Motroni, Eva Mo, Mary Silva, Linda Kropp, Ryan Guy

Absent: Brenda Thames, Cheryl Chavez, Shelley Circle, Laura Manzo, Martha Robles, Amy Duffy

Recorder: Donna Yarnal

1. **Agenda Approval**
   - Mike welcomed Donna Yarnal as the note taker, commenting that eventually she might be able to help with various DE issues, such as following-up on work orders, requisitions, etc. She will be taking notes at future DE meetings.
   - Mike reviewed the agenda, which was approved by consensus of the group present.

2. **Review Minutes of Previous Meeting**
   - September 21 minutes were reviewed and approved.

3. **Reports on Action Items from Previous Meeting**
   - Update on Canvas MJC/Columbia joint senate resolution:
     - Mike shared that the recent resolution to adopt Canvas was carefully scrutinized by Academic Senate. Blackboard has been funded by I.T. Eva Mo reiterated that 24/7 On-Line helpdesk support is a growing demand. OEI envisioned one system to serve the variety of needs required of D.E. Shirley suggested Program Review of Distance Ed might be a means to help secure funding in the future.
     - It would be ideal for administration to robustly support faculty for a smoother transition from Blackboard to Canvas. Compensating (release time, stipends, etc.) faculty for the time and work the transition will require was raised. (Stipends, etc.) Mike asked if, as a Committee, should we ask the YFA Rep, Linda Kropp to take this issue to YFA for discussion (included with workload.) A MOU was mentioned as a possible option. Discussion about the best way to make this transition. Hands-on with several trainers was mentioned as a preference.
       Action Item #1:
       Who: Linda Kropp
       What: Will ask YFA E-Board about compensation for faculty who participate in the migration of Blackboard to Canvas. She will report back at the next meeting.
   - Joshua has updated the MJC DE Committee webpage to reflect changes to the DE Committee membership list

4. **Canvas Next Steps**
   - MJC and Columbia will have separate Canvas access. Voice thread and Turn-it-In both interface well with Canvas, as confirmed by Mike Smedshammer. Canvas is API/LTI friendly, Mike explained how seamless and integrated Canvas is. Mike spoke about Respondus and how well it integrates with on-line learning portals. Introduction to Canvas courses have been offered. Mike is going to (an @One?) training next month that will allow him to train faculty. Mike has been doing OEI related teaching using Canvas for quite some time and gave a favorable report regarding its use. Ongoing @One courses using Canvas are anticipated. Mike is very optimistic about our transition from Blackboard to Canvas.
     Action Item #2:
     Who: Mike
     What: Will submit the OEI Canvas application form to indicate we are ready to move to Canvas starting in January 2016.

5. **Shift to OEI Course Rubric**
   - Mike spoke about accessibility concerns. Mike stated that this Rubric is not part of the YFA contract. Discussion re: consultation with Deans regarding which specific faculty meet the criteria for DE. He reiterated that it isn't first-come, first-serve, rather, responding to the greatest need is the criteria used to determine which faculty are the best fit for DE. Eva Mo suggested "guidelines" and possibly even ethics expected of those who teach on-line. How is greatest need defined?? Later, "Guiding Principles" was mentioned. Expertise with technology was suggested as additional criteria for approval to teach on-line. Acknowledged how much work is required to build an on-line course.

- Instructure.com is an on-line tutorial re: Canvas. Mike has sent the link previously. He shared it is very simple! Eva Mo asked for a "Canvas Go-To" Site on the DE Webpages.

- The DEAC Rubric will be replaced by the OEI rubric (one is replacing the other.) Discussion that the rubric is not something new. If it is introduced in the right way there shouldn't be any resistance. Reminding YFA of their previous acceptance of the former rubric was suggested.

  Action Item #3:
- Who: Eva and Mike
- What: Create a resolution re: the transition from the DEAC Rubric to the OEI Rubric.

  Action Item #4:
- Who: Mike
- What: Will establish a solid due date for applying to teach in Canvas in the spring.

6. **District IT Update**

   - Jennifer shared that 10 courses can be supported by I.T. 10 Courses for MJC, 3 Courses at Columbia is the initial understanding of where to begin. (In Canvas.) Impact on I.T. and the helpdesk is anticipated to be significant. Waitlists on Canvas should be like Blackboard, per Jennifer. Ideally a few instructors will be able to serve as the initial Canvas users who work out any bugs. Discussion about the Portal; SSEC has funding available to pay an outside person to do this work. Mike related this as closely aligned with Student Success. A Statewide initiative portal might also be considered. We simply need to continue to ask!

7. **Student Success and Equity Tool**

   - Mike reviewed a Database built by Brian Sanders re: Overall College Results – success and retention by year. Data re: success rates by Gender, Age, Ethnicity, etc. Data by history and year is available as a 34mb file, stored on the SME SharePoint. Mike spoke about how valuable this information is to us. Fall 2015 data can eventually by added. Mike suggested giving Brian a big high five and/or bear hug for his work on this. Will be extremely helpful to the Student Success and Equity Committee. File is located on the Instruction Office SharePoint site. A big thank you to Brian Sanders.

8. **NetTutor**
   - Mike explained this as an on-line tutoring service available 24/7! They hire US Tutors who are experts in their area and are very tech savvy. They plug in to the LMS, so if a student has a challenge they can connect to a video interactive tutoring experience. OEI said we would pilot this. 4 MJC faculty participated in the Columbia College pilot. Mike provided data on how many students took advantage of the tutor. Mike described this feature as Subject specific, high-end tutoring. Columbia intends to purchase this with funding by Student Success. Columbia continues to pilot this service. The option of obtaining transcripts of this means of communication was posed. The current reputation is that this is a high-quality tutoring option. Perhaps this feature should only be available to on-line students, based on concerns with the cost. Mike posed the question of how would we market this to students to ensure they take advantage of it as a resource. The cost is thought to be $25 per hour per student and is based on what students actually use.

9. **Online Instructor of the Year**

   - Mike will work with winner Kim Gyuran to update the website with her information and will archive past year's winner Becky Ganes.

10. **Online Instruction Cohorts Update**

    - Mike reported that the faculty were entering the last of the three modules. He said that this would be the last cohort to run in Blackboard. The next cohort would likely begin in fall of 2016 in Canvas. Canvas training would first go to existing Blackboard users.

11. Senate Report
    - No report

12. College Council
   - DE Substantive Change Report
     Mike explained that every time a program goes over 50% online, colleges are required to submit a substantive change report. There were some issues about who would write the report. The DE Committee should be shown drafts of Substantive Change Reports prior to them moving to College Council.

13. **Items for next agenda**
   - Mike noted any requests for the next agenda should be e-mailed to smedshammerm@yosemite.edu

Meeting adjourned at 2:48 p.m.