



Distance Ed Committee
Meeting Minutes
December 1, 2014

Present: Cheryl Chavez, Joshua Sigman, Eva Mo, Leslie Collins, Jenni Abbott, Brenda Thames, Claudia Mery, Brian Demoss, Michael Smedshammer

Guests: None

Absent: Iris Carroll, Shirley Miranda, Kimberly Bailey, Shelley Circle, Susan Kincade, Laura Manzo, Letitia Miller, Martha Robles, Jeff Swank

Recorder: Cheryl Chavez

STANDING ITEMS

1. Agenda Approval

Item 5 was moved up to top of agenda. The 12/1/14 agenda was approved by consensus of the group.

2. Student Success and Equity Plan draft

Jenni explained that the plan has two initiatives-to help the college read, gather and understand the data more effectively, and to help the college identify, understand, and support student populations that are disproportionately impacted. Mike and Jenni highlighted how the plan could impact DE at MJC. These include an Instructional Designer who could work with DE and F2F faculty, faculty and staff training, and the opportunity to travel and attend workshops and technology conferences, as well as a student portal.

3. Reports on Action Items from Previous Meeting

A. Talk with DSPS staff and share with DE what the main issues are in online classes for students with disabilities (Claudia)

Claudia Mery shared some common issues that students with accommodations encounter in their DE classes. These include:

1. Uncaptioned (or poorly captioned) videos
2. Issues with scanned .pdf copies of texts
3. Getting the course textbook in a format they can use (i.e., audio files instead of print)

The committee agreed that more effort needs to be devoted to educating faculty about accessibility, universal design, and copyright law.

Action Item:

Who: Claudia, Mike, Leslie

What: Host a presentation for faculty on DE disability student issues during Institute Week.

B. Begin training tutors to use Join.Me-Shirley was absent to report, but Mike stated that they will not be using Join.Me

C. Ask Academic Senate to show Becky Ganes's online bio and video tour of her course.

Eva said that the Senate loved it. Mike stated that since there are a lot of events happening

now at the end of the semester, Joshua will check in the spring if this can be added to the webpage.

Action Item:

Who: Joshua

What: Find a good time for Becky's video to be placed on the MJC home landing page.

D. Request College Council change name from DEAC to DEC (Mike)

The name change is on hold until College Council reexamines "Engaging All Voices" in the spring.

E. Clarify with College Council who the DEC should be reporting out to (Mike)

The reporting structure is also on hold until the process is completed

F. Check with Susan about placing an advisory about the Online Readiness Quiz link on DE courses in PiratesNet. (Mike)

A module and associated quiz assessing student readiness for online classes is now available in Blackboard. We got the go ahead from Susan, as long as faculty can decide if they prefer to opt out. Mike said an advisory will be added to the schedule of courses for all fully-online and hybrid courses for the summer of 2015.

G. Add the @One Online Certification Program to the Faculty DE Website. (Joshua)

Joshua reported that the program @One is up and running on the Faculty DE website.

H. Investigate program review with Susan Kincade and report back at next meeting. (Mike)

Mike stated that he hasn't met with her yet.

AREA I: Student Support

4. MS Office 365 Project Update (see #9 below)

A. The Microsoft Office 365 upgrade is scheduled for April 2015 for faculty. This will give faculty access to:

1. More email space (from 200MB to 50GB)
2. 1TB of cloud storage space
3. A full cloud based Microsoft Office suite
4. Mobile support (apps on mobile devices)

B. A discussion is occurring in the DRAC about whether the "reply all" button function to listservs on MJC email should be limited to particular accounts and restricted on others.

1. There were some concerns in DEC about this being an academic freedom issue.
2. There were also questions about whether this is a big enough issue to require this policy.
3. This led to a question about the status of the "Email etiquette" task force which met about a year ago. Members have not been contacted for a follow-up.

5. Student Equity Plan draft-See #1.

6. Registering for Columbia College classes in PiratesNet

Leslie stated that when looking at PiratesNet we can see the courses that Columbia offers. These courses appear after the MJC courses. The committee thinks it could be clearer in regards to directions on how to sign up for Columbia courses. Brian says he'll mention it to his department to look over it.

Action Item:

Who: Brian

What: Investigate why MJC students and faculty can see Columbia College courses in PiratesNet.

AREA II: Faculty Support

7. Online Instruction Cohorts update:

Mike stated that the fall cohort is finishing up. He informed the committee that the spring cohort is open for enrollment. Currently Mike is building a one month hybrid for those who went through Jim Clarke's course in the past.

8. Continuing Education

In response to faculty requests, the DEC will focus on providing more continuing education opportunities for DE faculty beginning in spring 2015. These will include:

1. Short monthly emails sharing teaching tips from experienced DE instructors at MJC
2. Brown bag lunches
3. Office hours with the instructional designer

Action Item:

Who: Leslie, Mike

What: Contact faculty about hosting Brown Bag Lunch series.

9. Distance Technology Advisory Committee Report See #4.

AREA III: Technology and Infrastructure

10. Blackboard updates –n/a

11. OEI Update: Curtis Martin's course has been approved for the OEI. Mike believes this is the first MJC course which has been approved to join the OEI pilot program.

AREA IV: Governance, Guidelines and Budget

12. DE Grant Update: On hold

13. Report from Senate

It was mentioned that Senate is asking for status quo in regard to combining online sections. There are two more meetings this semester. They are in agreement with YFA.

14. Curriculum Rep: Skipped

15. College Council: MJC's new student-run UStream web channel includes coverage of MJC athletics. The Council also discussed the equity plan and new respiratory care BA degree.

Meeting adjourned at 4:31 pm.

Next Meeting: Spring Semester-TBD