



Distance Education Advisory Council

July 24, 2012

Unapproved Minutes

Present: Jenni Abbott, Leslie Collins, Yoseph Demissie, Carol Ellis, Kim Gyuran, Laura Maki, Shirley Miranda, Joshua Sigman, Michael Smedshammer, Michael Sundquist, Brenda Thames

Guests: None

Absent: Moises Aguilar, Bruce Anders, Kimberly Bailey, Iris Carroll, Cheryl Chavez, James Clarke, Deanne Dalrymple, Lorena Dorn, James Fay, Jennifer Hamilton, Eva Mo, Chad Redwing, Lawrence Scheg, Mary Silva, Nadia Vartan

Recorder: Amy Bethel

STANDING ITEMS

1. Review of Minutes of Previous Meeting

As indicated by thumbs up approval, the minutes of June 26, 2012 were accepted as submitted.

a. Who should they be communicated to and how?

Jenni Abbott led the discussion. It was decided that a website will be created that will be targeted to faculty, staff and administration, but anyone will be able to see it if they would like. The website will be established quickly and the minutes posted there. A link to the site will be emailed to all at MJC with a "Tips and Tricks" or "Cool Tools" article added to the announcement. Yoseph Demissie added that some colleges have sites that are designed to also give students an overview of their Distance Education programs. Kim Gyuran asked if the site could house all technology related committees to centralize information.

Action Item:

Who: All

What: Unanimous acceptance of June 26 minutes as submitted

Action Item:

Who: Joshua Sigman

What: Create a DE website

2. Short summary of Campus Technology/Blackboard Conference

Blackboard Conference: The BlackBoard Conference was held July 10-12 in New Orleans. Mike Smedshammer attended. Blackboard has the resources at this time to put on a great conference. Salman Kahn was one of the keynote speakers who promotes the use of video as a tool to give students the opportunity to review information as often as needed until they get it.

Campus Technology Conference: Yoseph Demissie attended the Campus Technology Conference in Boston, July 16-19. He reported that Distance Education was the main topic of

the conference. At a glance, he noticed that higher education institutions are looking more at mobility (mobile apps) and freeware and open source software. Microsoft, Google and Blackboard were not there. A key topic was engagement between students. At Institute Day, Jenni suggested a session to discuss tools, both free and for cost.

Action Item:

Who: Jenni Abbott

What: Add DE Tools to Institute Day Program

3. Course Review Process Debrief

The faculty, faculty cohort and all others involved in making the hard work happen were thanked. The process was discussed. Kim Gyuran suggested that a survey go out to faculty to ask their opinion of the process and suggestions for improvement moving forward. Kim and Laura Maki will develop a draft and send it to the committee. This will allow people to help develop and participate in the process and be heard. Next steps were discussed. It was discussed that after presenting what has been done over the summer at the Institute Day Share-Out activity, that a social plus directed activities and tools to play with be planned.

Action Item:

Who: Mike Smedhammer

What: Plan Institute Day Share-Out Activity

4. MJC Minimum Standards/Best Practices Discussion

Currently there are no published minimum standards for Distance Education. The process we just went through was MJC's first attempt at trying to establish minimum standards. In this first pass, there was a design standard that Dr. Fay was looking for. Content has still not been critically reviewed. Moving forward, we will need to talk about ADA compliance and pedagogy, as well as design. Features and ways in which modules are created so that we can keep a support system in place even as we change need to be documented. It will ultimately be up to MJC to determine our minimum standards. Timeframe, requirements (go or no-go assessment) and best practices need to be established. There was discussion about including hybrids as well as the fully online classes. There was additional dialog regarding the merit of establishing minimum standards. It was generally agreed that there was a preference for not establishing minimum standards, but rather, establishing sound best practices.

Jenni asked each member of the committee to research some best practices. Sloan Consortium, WCET, Quality Matters Rubric, and CSU, Chico uses a good rubric that is available online. Pasadena City College has great Best Practices Rubrics as well.

Suggestions for best practices and standards will be requested in the survey being developed by Kim and Laura. A DEAC meeting will be dedicated to reviewing the survey responses and using their responses to help formulate our processes.

We need to celebrate and showcase examples of great DE courses. Kim Gyuran reiterated that the DEAC needs to be accountable to showing that the work completed by faculty is useful and necessary. We need to find a way to share the excitement that has been generated by the

@One Academy. This should be something that can be exciting and make you want to be better. We need to find a way to make it a positive, because it can be.

Mike Smedshammer noted that he has been approached by faculty who have never taught online, but who have been asked to take over someone else's online class. He asked for confirmation from the group that his belief that all new online faculty should receive training before teaching online was on target. All wholeheartedly agreed. There is a need to encourage faculty to share curriculum. This will be added as a discussion item to the next agenda.

Action Item:

Who: Michael Smedshammer

What: Send links of best practices rubric for online instruction

Action Item:

Who: Kim Gyuran and Laura Maki

What: Add Suggestions for Best Practices and Standards to faculty survey

Action Item:

Who: All

What: Research best practices for concepts we would like to incorporate

Action Item:

Who: All

What: Establish Best Practices

Action Item:

Who: Mike Smedshammer and Amy Bethel

What: Add New Online Faculty Training/Sharing Curriculum to August 9 Agenda

Action Item:

Who: Jenni Abbott and Amy Bethel

What: Add Review of Survey Responses to future agenda

5. Canvas/Moodle Pilot

There are nine faculty at MJC and possibly one at CC willing to participate in a pilot for Canvas. We need to confirm that the Columbia College class can be easily loaded into Canvas. @One is offering a Canvas Seminar on Thursday, September 27 at either noon or 1. They will do an introduction to Canvas.

To keep all faculty in the loop, we will begin informing them of the process, find a way for faculty to play with the LMSs, involve student input into the decision, develop the rubric (for the pilot participants), let them know about the seminar as early as possible and schedule demonstrations of the systems. If we decide to make a change, we want everyone to be on board and accepting of the decision to change. Mike Smedshammer shared that he used Canvas

in one of his classes and offered an extra credit assignment to students to compare and contrast Canvas and Blackboard. He can share the results of the 12 students who did the assignment.

Columbia College must be involved as well. We need to have a recommendation ready to go by January as Blackboard must be renewed in April if we decide to stay with them. Canvas has said that if we decide to change and go with them, they can migrate courses over in two weeks. They will be asked to migrate a few this semester to see what they look like. Mike Smedshammer will take care of setting up the pilot faculty. Jenni asked for a few faculty to teach in Moodle.

Action Item:

Who: Jenni Abbott and Mike Smedshammer

What: Inform faculty of process for selecting LMS

Action Item:

Who: Mike Smedshammer

What: Set up the pilot faculty

6. Online Student Services Work Group Update

Jenni reported that she received the shell from Portland Community College. Many members of the group are at Admin 101 and there was no report.

Action Item:

Who: Jenni Abbott and Amy Bethel

What: Add Online Student Services Work Group Update to next agenda

7. Regular meeting time for DE Committee

Meetings were originally set for Tuesday afternoon and have now been changed to Thursdays from 3:30 – 5. Meetings will alternate Thursdays with Academic Senate. The next meeting date has been changed to August 9.

Action Item:

Who: Amy Bethel

What: Schedule new meeting dates and time

8. Other

Jenni distributed a draft of the college's response to the ACCJC Recommendation 7 (Distance Ed) and asked for review and comment. She commended the group for all of their work to move us along.

Action Item:

Who: All

What: Review draft of Recommendation 7

Next Meeting: August 9, 2012, 3:30 – 5:00 p.m., Yosemite 213