Distance Education Committee  
Meeting Minutes  
October 7, 2013

**Present:** Jenni Abbott, Iris Carroll, Cheryl Chavez, Brian Demoss, Carol Ellis, Margo Guzman, Linda Kropp, Eva Mo, Martha Robles, Joshua Sigman, Mary Silva, Michael Smedshammer, Brenda Thames

**Guests:** None

**Absent:** Kim Gyuran, Susan Kincade, Shirley Miranda

**Recorder:** Amy Bethel

Brian Demoss was in attendance and introduced as a new member replacing Margo during the IT cross-training period. Martha Robles introduced herself as replacing Lorena Dorn who is no longer able to serve.

**STANDING ITEMS**

1. **Review and Approve Minutes of Previous Meeting**
   The minutes were reviewed. Iris noted a correction to Item 11 of the minutes and Cheryl noted that her name was listed as twice as present. There were no other changes. By consensus, the minutes were approved.
   
   [Link to Dropbox file]

2. **Reports on Action Items from Previous Meeting**
   a. **DE rep on IC (Mike)**
      Mike reported that there will be no DE rep on Instruction Council at this time. There is a rep from DE on College Council which allows input. It still makes sense to have a rep on the Instruction Council, but no other “committees” have a representative on IC. The DE committee has access to the Instruction Council as needed.
   b. **DE Plan accomplishments and what’s next (see #4, “DE Committee Goals,” below)**
   c. **Camtasia and Voicethread (see #6 below)**
   d. **Screencast-o-matic and Windows 8 Compatibility (Mike)**
      Mike has done research and has found no current issues of compatibility. YCCD is not officially supporting it at this time. Students and faculty who move to Windows 8 may find that they have some difficulties as they move over. Linda noted that some of her students currently using Windows 8 are experiencing issues with the accounting software in her classes.
   e. **Update on contract language for faculty leaving the district (Mike - see below *1)**
3. **Updates from Mike (Course Approval Flowchart, Area II of DE Plan, PDCC, Blackboard Rubrics, Evaluation Training)**

Mike reported that the **Course Approval Flowchart** was approved at Instruction Council. Eva raised the issue of how the information flows from DEC to IC and whether or not things should flow to Academic Senate as well. There was discussion.

Mike shared that he is a member of the PDCC (Professional Development Coordination Committee). He reported that we may eventually hire a dean whose responsibilities will include DE as well as others. There is agreement that the position is needed, but the college must meet its 50% obligation before another administrative position can be hired. He also reported that professional development and FLEX is changing at the state level. Some space may be available in the new North Hall or Morris Building that could possibly be a part of a faculty learning center. Susan Kincade is now in charge of the North Hall renovation and may be able to incorporate it.

The **Blackboard Rubrics** are not working, but there is a work around that has been identified.

**Evaluation training** for online instruction is being discussed at YFA.

4. **2013-2014 DE Committee Goals**

Page 22 of DE Plan discusses goals for 2013-14. Committee members offered the following suggestions:

- **Iris**
  - Continue faculty training at same levels as 2012-13.

- **Mike**
  - Continue to find creative ways to implement the plan although there is no funding source at this time. He explained that Jenni did a great job of writing the plan. Originally it was to be used to apply for a grant. The grant did not come through, but many pieces of the plan have been implemented without funding.
  
  - Create a student assessment instrument
  
  - Develop faculty recognition
  
  - E-Forms need to be developed
    - Brian noted that he is chairing the E-Forms Committee and needs a DE rep. Joshua agreed to serve. **There was consensus that online forms are a priority for 2013-14.**

- **Eva**
  - Create a student readiness assessment to help students test for preparedness for online courses. A robust module may be developed that might possibly be turned
into a class at a later date. Some possibilities were offered. Mike explained that it is really difficult for faculty to dedicate time to help students become prepared. He will be working with BBSS faculty to help get them into the program.

- Continue to prepare more faculty for online assignments.
  As a side note, Eva asked what the current policies are regarding new online faculty assignments. Mike explained that a policy has been developed, but has not yet been adopted by the College Council, so it cannot be enforced at this time. Once passed, then it can be. Mike asked that all continue to listen and report back to Mike when they hear issues.

- Continue communications explaining what the minimum standards are.

**AREA I: Student Support**

5. **Online Student Services Update**
   - Website and Portal, Electronic Forms, Video conference tutoring and counseling
   Not discussed.

**AREA II: Faculty Support**

6. **Camtasia and Voicethread ($3k for 20 licenses) purchases**
   Not discussed.

**AREA III: Technology and Infrastructure**

7. **Blackboard: archiving old courses (Mike)**
   Not discussed.

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

8. **Proposed YFA Contract DE Article (Susan)**
   Not discussed.

**9. DE Committee Membership**

Committee membership is described in section 3.5 on page 34 of the Distance Ed Plan. There are currently 16 members and a recorder. Jenni refreshed the memory of the group by stating that the membership list was developed to include all who should be included, but was not intended to exclude any who should wish to serve. The following “roll call” was taken to identify members and the constituency groups they represent. Several gaps were identified and work will be done to fill those positions.

<table>
<thead>
<tr>
<th>Number of Reps Needed</th>
<th>Constituency Group</th>
<th>Representative Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Services Rep</td>
<td>• Martha Robles</td>
</tr>
<tr>
<td>2</td>
<td>CSEA</td>
<td>• Carol Ellis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Joshua Sigman (needs</td>
</tr>
</tbody>
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Action Item:

Who: Mike

What: Get approval from CSEA to make Joshua CSEA rep

10. College Council (Iris)
   No report.

11. Grant Update (Jenni)
   No report.

12. DE Meeting Time
   It was decided that the DE Committee will meet only once per month for the remainder of the fall semester. Meetings will be held on the first Monday of each month and will be extended to two hours. This change will be assessed at the end of the semester and a determination will be made as to its effectiveness and whether or not to continue with one or return to two meetings per month.
Action Item:
Who: Amy
What: Change meeting times through fall semester

Action Item:
Who: Committee
What: Evaluate effectiveness of meeting only once per month and determine whether or not to continue or change back to twice per month

13. Items for next agenda
Not discussed.

34.1.4 Intellectual Property
The YCCD recognizes and encourages the creation of employee-developed works and course materials as an inherent part of the educational mission. It also acknowledges the privilege of district personnel (faculty, staff and students) to prepare, through individual initiative, articles, pamphlets, books, and course materials, that may be copyrighted by and generate royalty income for the author. The parties to this agreement believe that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations are encouraged and rewarded, while still retaining for the YCCD and its learning communities reasonable access to, and use of, the intellectual property for whose creation the YCCD has provided assistance. (See District Procedure 2710)

District Procedure 2710 is now 3720, Computer Use: http://www.yosemite.edu/Trustees/newpolicyandprocedures/3720%20Computer%20Use.pdf