Modesto Junior College
Distance Education Advisory Council
Meeting Minutes
December 2, 2013

Present: Iris Carroll, Cheryl Chavez, Carol Ellis, Linda Kropp, Shirley Miranda, Eva Mo, Joshua Sigman, Mary Silva, Michael Smedshammer
Guests: None
Absent: Jenni Abbott, Brian Demoss, Lorena Dorn, Margo Guzman, Kim Gyuran, Cece Hudelson Putnam, Susan Kincade, Letitia Miller, Martha Robles, Brenda Thames
Recorder: Amy Bethel

STANDING ITEMS

1. Review of Minutes of Previous Meeting
   Minutes were reviewed and accepted as submitted.

2. Report on Action Items from Previous Meeting
   a. Start Here Module Subcommittee (Mike—see below)
      See Item 4 below.

   b. Student Online Diagnostic Subcommittee (Mike—see below)
      See Item 5 below.

   c. Look into Adobe Premiere Elements (Mike)
      Mike reported that Adobe Premiere Elements is inexpensive, but does not close caption. Videos uploaded to YouTube can be close captioned easily, so he will recommend making the purchase.

   d. Notify Deans about spring online cohort applications (Mike—see below)
      See Item 8 below.

   e. Investigate how many students live in other states (Mike—see SARA below)
      See Item 13 below.

   f. Look into hybrid definitions and possibilities (Mike)
      Mike reported that he spoke with Mike Sundquist who shared a 2010 document describing the various permutations of hybrid courses. He also spoke with Susan about how apportionment is calculated for hybrid courses. He thinks there may be a way to receive full apportionment using alternative reporting methods, but needs to
verify that this is so. Currently we are using weekly census. He will talk with Shawna Dean and Susan Kincade to receive clarification.

g. **Report highlights of the new DE Report (Mike—see below)**

Faculty training and the human touch in the online class are the two most important topics identified in the new DE Report. Statistically they have proven that we have done a much better job across the state of being accessible to visually impaired students.

**AREA I: Student Support**

3. **Online Student Services Update**
   a. **Website and Portal, Electronic Forms, Video conference tutoring and counseling (Brian, Martha, and Joshua)**
   Joshua reported that the tentative launch date of the new site is now February 10.

   Eva reported that she is on a newly formed IT committee to investigate whether or not an e-mail policy should be created.

   Mike reported that Brian Demoss will be working on online forms.

4. **Updating the Start Here Module (Mike, Letitia, Kim, and Eva)**

   Mike reported that the subcommittee met. He created a Google Doc showing all the pictures of the Start Here module for comments. Comments are beginning to come in.

5. **Creating a Student Online Diagnostic (Mike, Cheryl, Brian, Shirley, and Joshua)**

   Cheryl reported that she thinks the subcommittee meeting went well and that it will move forward. It will be separated by categories, i.e., readiness, technology, etc. It looks very positive and should be ready to go sometime in the spring semester.

**AREA II: Faculty Support**

6. **Camtasia and Voicethread purchases (Mike and Amy)**

   Five licenses for Camtasia have been received. Mike has taken one and he has given one to Tom Nomof. He asked that if others are interested in the three additional copies, they should let him know after subscribing to the one month free trial and determining that they will use it. Amy will follow up to see where things are on the Voicethread order.

   Eva asked what the process would be for distributing the Voicethread licenses. She suggested that a policy be developed stating that online faculty be given first preference for the licenses.

   There was further discussion of developing a reliable budget so that planning for purchases for Distance Education can occur.

7. **Online Evaluation Training (Mike)**
Mike notified the group that he will be presenting training on how to maneuver in Blackboard at a Deans’ Retreat on January 6. Many have not taught online or been into Blackboard. The training will help them to more effectively evaluate online faculty.

8. Spring and Summer 2014 Online Instruction Cohorts (Mike)
The fall cohort just completed their work on Sunday night. He shared his joy at being able to see the progress and work of the newly trained online faculty. Completion rates are high. Mike has opened applications for the spring online cohort.

AREA III: Technology and Infrastructure
9. Updates from Mike (Blackboard: archiving old courses Dec 17, SP13 upgrade, CVC)
Mike reported that old Blackboard courses will be archived on December 17. He asked Eva to report this to Academic Senate. These classes will be deleted out of Blackboard, but saved on a hard drive at IT.

We are upgrading to Service Pack 13 on December 27.

AREA IV: Governance, Guidelines and Budget
10. Curriculum Rep
Letitia Miller was originally appointed as the curriculum rep to the DE committee, but then it was determined that since she is a non-voting member of the Curriculum Committee that a voting Curriculum Rep should be appointed. Letitia will remain on the Distance Ed Committee as an at-large, adjunct faculty member and we will receive a voting Curriculum Rep as well.

11. College Council (Iris and Mike)
There was no College Council report as the council had not met. Iris left the DE Committee early in order to attend the College Council meeting. Mike asked Iris to clarify that the DE Rubric and Flow Chart did receive approval from College Council. Mike added that the Academic Senate asked him to add a sentence stating clearly that the rubric will not be used for faculty evaluation. He will do this. Iris left and returned with a report that the DE Rubric and Flow Chart are on the December 9th consent agenda.

12. Grant Update (Jenni)
There was no report.

13. SARA (Mike)
Mike reported that we have begun the SARA (State Authorization Reciprocity Agreement) Report. Nora Seronello will be assisting Mike with data gathering. Accreditors will be looking at this. For those who are residents of another state, we have to have permission from their home state to allow them to enroll in classes.

14. New California DE Report August 2013 highlights (Mike)
http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.asp
Mike reported that he attended the WCET Conference in Denver. He reported that they talked about the fact that we are in an unsustainable circumstance. Many private schools will close. Competency based learning is a high priority. Currently we are credit based. Tests would be given to prove competency.

15. Items for next agenda
   No items were suggested.

16. Other
   In closing, Linda asked if there was any additional training being planned beyond the introductory training. Mike answered that he has something in the works.

   At the WCET conference, Mike reported that there are about five schools who are real players in online instruction. He would like to see MJC join that group. MJC would need to present at conferences and now that there is the online training program, Mike has been collecting data. He would like to go to the San Diego Online Conference. He would like to request Title V funding to go and would suggest that MJC do a panel presentation.

   Next meeting: February 3, 2014, 2:30 – 4:30 p.m., MM Conference Room A