Distance Education Advisory Committee
Meeting Minutes
February 3, 2014

Present: Cheryl Chavez, Michael Smedshammer, Joshua Sigman, Linda Kropp, Shelley Circle,
Shirley Miranda, Mary Silva, Letitia Miller
Guests: None
Absent: Amy Bethel, Jenni Abbot, Iris Carroll, Margo Guzman, Eva Mo, Kim Gyuran, Martha
Robles, Brenda Thames, Cecelia Hudelson, Brian Demoss, Susan Kincade
Recorder: Cheryl Chavez

STANDING ITEMS

1. **Welcome and Introductions, Agenda Approval**
    Shelley Circle was introduced to the committee. Today's agenda was accepted as submitted.

2. **Review and Approve minutes of Previous Meeting**
    The minutes of 12/2/13 were reviewed and accepted as submitted.

3 . **Reports on Action Items from Previous Meeting**
    A. Hybrid possibilities
    Mike has investigated hybrids closely for a few weeks. He states that with hybrids we can be
    as creative as we like with scheduling of hybrid courses. We actually receive the same
    amount of money as we would with an online course. Creative scheduling of hybrids has
    already been approved by Susan.

    B. Start Here Module (See Below)

    C. Student Online Diagnostic (See Below)

    D. VoiceThread and Camtasia (See Below)

    E. Deans Online Evaluation Training (See Below)

    F. Spring 2014 trainings
    Mike reported that there are about 20 faculty members that are in the cohort. He stated
    that this is one of the few professional improvement programs available.

    G. OTC 2014 Conference-The Online Teaching Conference will be held on June 20 and June
    21 this year in San Diego. It was announced that Mary Silva, Al Smith, and Mike
    Smedshammer plan to attend this conference.

AREA I: Student Support
4. **Online Student Services Update**
   Website and Portal, Electronic Forms, Video Conference Tutoring and Counseling

Website and Portal: Josh reported that he is waiting for implementation of the new website.

Electronic Forms: Joshua reported that the forms should be up and ready sometime in March. He stated that the forms will meet a lot of student's needs, but not all.

Action Item:
Who: M. Smedshammer
What: Will follow up with B. Demoss on Datatel related forms.

Videoconference Tutoring and Counseling:
Shirley reported on join.me. She stated that the tutors had the pro version. Currently they can use video conference tutoring. She states that it has been used less than anticipated. She plans to contact faculty to promote use. During the three-week pilot, there were three uses. Tina Giron from the Counseling department things it's great. She believes it works well.

5. Start Here Module:

Mike reported that the group met the last Friday in December. He thought that good ideas were shared. He noted that some links in the module need to be updated. He believes that it can be ready for the summer session, but definitely by fall. Mike asked for thoughts on having the syllabus separate from the start here module. Linda believes that the module shows one way of consistency. That was unanimously agreed upon. Shelley believes that having a separate syllabus can be redundant. Mary seems to like the commonality of having the module.

6. Creating a Student Online Diagnostic:

Mike shared with us what the workgroup had been working on. Mike created the diagnostic which includes the four area: Technology Skills, Study Skills, Reading Skills, and a Typing Test. There was discussion on the goal of the diagnostic. Felt it would help filter out students, and assess if they should take online courses. There was also talk about what's an acceptable typing speed for an online course. There are plans to have the diagnostic up and ready in March.

7. Writing Center Online Tutoring:

Many at the meeting expressed that they missed Bruce Anders. There was a suggestion to have training over the summer since some tutors may be graduating this spring. They would use the most seasoned tutors for training uniformity. There was another mention of join.me. Shirley likes join.me for the ability to help efficiently and in person. Joshua mentioned Google Drive for students for help with papers with its ability to post comments.

Action Item:
Who: S. Miranda
What: Will contact a faculty liaison as well as Bruce Anders in regards to online tutoring.

Action Item:
Who: S. Miranda
What: Will be communicating about online tutoring in the Writing Center with Barbara Jensen.

8. Embedded Librarian:
In online course discussion board there was an area for "Ask a Librarian." This is a tool for student research. A student can subscribe to this discussion. It was piloted in the fall semester. Iris thought it went well. For spring semester it expanded into Lit & Lang department plus Rebecca Gane's course.

9. Helpdesk Hours Update:
Cheryl reported that due to the new hours of the L&LC at East Campus, the Blackboard Help Desk hours have changed. She shared with the group that currently the hours are Monday through Friday from 12:30 pm-8:00 pm. There was some discussion to see if there is an unmet need for those online students needing help during the morning hours. There will be a dialog with District.

Action Item:
Who: M. Smedshammer
What: Will contact S. Kincade regarding Blackboard assistance.

AREA II: Faculty Support
10. Camtasia and VoiceThread purchases
Camtasia came from the Title V grant. We spread the word about it, and five people signed up to use it. We were supposed to get VoiceThread. Susan thought she had it. She was informed that we were unable to purchase it with lottery money. We were informed that the lottery money must be used for tangible, usable purchases. Despite the cost, we're back to the free version. The reported cost per instructor is currently $99 per year. Shirley asked if the Foundation would be able to assist us with the cost.

11. Online Evaluation Training
The training was held for Deans before the semester began. It was an hour long workshop. There was a good discussion. Mike hopes that Deans will join the Cohort training. He informed the group that there are three sessions. He stated that the spring cohort will finish in early April. He also stated that the summer cohort will begin the last week in April.

12. Spring and Summer 2014 Online Instruction Cohorts
See #11.

AREA III: Technology and Infrastructure
13. Updates from Mike
Mike stated that the archiving went smoothly. Old courses were deleted on Blackboard. In the future, he would like to have archiving done in May, as opposed to December. This process would remove courses older than two years, with the process done once a year.

Action Item:
Who: M. Smedshammer
What: Will contact Brian in regards to Web CT server archiving.

SP 13 upgrade-currently it's stable. The idea to be one service pack behind is okay. Overall, things are working well. There have been some turnitin complaints. Grading has been an intermittent issue. There was also problems shifting standards on internet. There also seems to be a java and Firefox browser issue.

CVC-California Virtual Campus-Mike is receiving information to head up the Centralized Learning System. Currently, Foothill-De Anza College District is working on it. Mike explained how CVC works. He stated that a student would be able to receive MJC college credit if a course is taken through CVC. Mike mentioned that SARA could also help. It can impact enrollment.

AREA IV: Governance, Guidelines and Budget

14. Large online classes and publisher content
Mike would like us to be aware that because we're currently in growth mode, some of the guidelines for online instructor preparation are not being followed. There was a discussion about teaching, and comments were shared among group. There was the idea that possibly Senate should be involved. Mike stated that some faculty teaching online are not on the list of trained online instructors.

15. Curriculum Rep
CAC-Lit & Lang. Letitia believes that the group may not know the expertise to make the determination of DE courses. Kathleen Ennis focused on Course Learning Outcomes. K. Ennis is a liaison. She would like an expert on outcomes assessment. Mike asked if we can make sure a course is appropriate to be online. Letitia will ask committee whether we do a good job checking. Discussion continued.

Action Item:
Who: S. Circle
What: Will talk with Barbara Adams about checking courses as appropriate for online instruction.

16. College Council
Iris emailed Mike regarding the College Council. There is currently an administrator looking at online classes to help us meet our growth target. Mike reiterates that we are in growth mode. Mike states that dialog remains open.

17. Grant Update
Since Jenni was not in attendance at the meeting, Mike reported on her behalf. He states that Susan said that we are proceeding with a Technology grant. Mike mentioned that there is some Title V money that must be spent by September.

18. SARA
Mike reported that SARA had a webinar, and that Nora Seronello listened in on it. There was a meeting regarding SARA. Mike stated that there is going to be an overlap. Mike reported that it should be in place in 2015. To join, the annual cost is $6,000. Once joined, reciprocity is in place. Mike also shared the SARA link: http://www.nc-sara.org

19. Items for next agenda –not discussed

Meeting adjourned at 4:29 pm.

DAC, 2/3/14
Approved: 3/3/14