Distance Education Committee Minutes  
September 12, 2016  
Library Basement, Room 10  
1:00 p.m. - 3:00 p.m.

Present: Mike Smedshammer (co-chair), Rebecca Ganes, Ryan Guy, Joshua Sigman, Linda Kropp, Brian DeMoss, Amy Duffy, Jenni Abbott, Laura Maki, Iris Carroll, Jacqueline Forte, Josh Brown, Mary Silva, Brenda Thames.  
Absent: Milan Motroni, Leslie Collins, Claudia Mery  
Minutes: Donna Yarnal.

I. Welcome and Introductions  
The online Instructor of the Year perpetual plaque was mounted on the wall, with congratulations extended to Amy Duffy as the most recent honoree. Brian DeMoss was also acknowledged for his work with the conversion to Canvas.

II. Agenda Approval

III. Minutes Approval:  Link to April 11, 2016 Draft Minutes  
Approved with corrections: add a comma after Joshua’s name; migration of Oracle to SQL. Hobson is the maker of Starfish. (Starfish by Hobson.)

IV. Old Business

a. Review of Action Items From Previous Meeting (See Minutes)
   
   Action Item #1 Discussion re: Academic Senate representation for DE Committee (to replace Eva Mo.)
   Action Item #2 – to be continued – Amy Duffy
   Action Item #3- update has been completed
   
   Action Item #4 – Jenni reported on the status of the Starfish portal explaining that Canvas is a critical element as a direct link to Starfish. Starfish includes intervention services as well as other student success endeavors such as electronic ed plans, etc. Consultants will work with college IT to help with the implementation and use; however, faculty participation (buy-in) will be integral for the use and success of the product. A pilot program is under discussion/development. Discussed Canvas grading (Gradebook) component. Mike suggested that online instructors enter a ‘test’ student in Canvas as a means to arrive at the total possible scores for a course. Mike asked Jenni if she feels there is any role the DE Committee should play with respect to Starfish.

   **Action Item #1:** Mike will check with Curtis Martin regarding a DE Seat on Senate. (Faculty)
   **Action Item #2** – Jenni will invite James Todd and Martha Robles to the next DE Meeting so that we can be well informed regarding Starfish and offer assistance from the DE Committee.

b. OEI Rubric Adoption Resolution – has been approved for 2nd reading.
   
   **Action Item #3** – Defining Faculty/Student interaction criteria (in general) with respect to DE; implications with respect to Accreditation. Discussion about access levels to online courses (guest, observer, etc.)
V. New Business

a. **Review of Committee Roles** (online)

Mike spoke about the initiative Amy Duffy has taken with respect to reporting out about DE Committee representation; Becky Ganes shared that she has requested 5 minutes at an upcoming division meeting for her area to report out re: DE. Discussion about representation for all academic divisions on campus to include the Curriculum Committee. Mike urged all committee members to request time at their division meetings to report out on Distance Education meetings and issues.

**Action Item 4**: Donna will follow-up with ASMJC Faculty Advisor re: student representation on the DE Committee:

b. **Goals for 2016-2017**

Status of Current DE Plan – Mike asked Jenni for her feedback with respect to the best time to consider updating it, is now a good time to be working on it? What is the impact with Accreditation? Mike shared that 24/7 support is built-in to Canvas – this should be promoted and marketed so it is well known (& utilized!) An hour at the next DE meeting will be spent globally on the plan with an official (nitty gritty) review done in Spring 2017; what goals have been attained, what new goals should be established.

**Action Item 5**: for homework, all DE Committee members should review the MJC DE Plan and circle items they feel should be addressed this year.

**Action Item 6**: Mike will email the online faculty about 24/7 Canvas Help as well as information about how to change student names in Canvas.

c. **E-add card requests** (Shelly Fichtenkort raised this issue, see below)

Shelly Fichtenkort, Professor of Psychology, requested that the DE Committee discuss an improvement to the current E-Add Card process. Mike asked Brian DeMoss for feedback from an IT perspective with respect to this issue. Brian cautioned about the impact how any changes made will affect both Colleges; therefore, clear communication between all stakeholders is imperative! Mike suggested a sub-committee for this issue to be comprised of: Leslie Collins Becky Ganes, Ryan Guy and Shelly Fichtenkort.

**Action Item 7**: Ryan and Becky will invite Leslie Collins and Shelly Fichtenkort to discuss improvements to the DE Add Card Process. They will coordinate with Brian Demoss regarding what is possible.

VI. Reports

a. **Canvas (Mike)**

Update from summer: Mike worked on the conversion (rebuild) of Blackboard to Canvas MJC Online Instruction Cohort program, and converting it from Blackboard to Canvas. He shared the current list of DE Instructors currently teaching online, some are veteran DE instructors, some are new which makes for a nice mix. Courses on “Blackboard to Canvas” are also being offered by Mike this fall. Faculty can sign-up on the DE Website. This is another item to share at division meetings. Demo of ConferNow. Discussion about Respondus lockdown issue. (That the college has elected not to renew the license for.) Mike said a possible solution is “Proctorio.” (Possibly based on a different funding source.)
Action Item #8: Mike will send instructions to access confer now.

Mike shared an experience related to a transgender student issue this summer – names in CANVAS only can be changed to the preference of the student; discussion about “display name” vs “registered” name. Since records in Canvas may not match Datatel you might want to inform your division office with respect to final grades – making a note on what is submitted to the division office is a possible solution.

Action Item #9: Mike will check on “display” name options within Canvas and report back.

Mike attended an online instruction conference over the summer as well as “InstructureCon,” the Canvas conference. He also shared about a Blackboard update over the summer, explaining “funky” functionality which has been fixed with a cumulative patch from BB, which sadly will require another “down time” (12 hour) session to online instruction. After discussion, the committee recommends not moving forward with the cumulative patch because it would require too much downtime. We will look at doing this over the winter break.

b. Grants, SSP, SSEP (Jenni, Michelle, Jacquelyn)

Jenni reported on the possibility of non-credit on-line courses in the near future; Senate is working to train faculty; renovation in Yosemite Hall is underway to include new technology;

c. District IT Update (Brian)

The conversion from Oracle to the SQL server is keeping IT extremely busy – target completion date is mid-October with residual work continuing through the end of November. This conversion should be more or less transparent to end users at this time.

d. Senate—no report
e. College Council (Mike)—no report

f. Campus Technology Committee (Joshua, Ryan, Mike)

Ryan shared that the update of the technology Master Plan is about the only thing to mention at this time; Jenni expressed the importance of communication/collaboration between the Technology Committee and DE as we move forward;

g. Disability Services (Claudia)—no report

Action Item #10: Mike will speak to Claudia about the possibility of getting coverage for her that would enable her to attend future DE Committee meetings as having accessibility presence is so important.

VII. Adjournment