1. Review Minutes of Previous Meeting

2. Updates from Mike: (Dec. 10 CCCCO DE Webinar highlights, Certified Bb Trainer Course, Service Pack 10, Hybrids, Online Faculty Training, DE Grant Re-Application)

AREA I: Student Support
3. Online Student Services Workgroup Update
   Website, Electronic Forms, Video conference tutoring and counseling

AREA II: Faculty Support
4. Best practices workgroup: Self-Assessment Tool working session

AREA III: Technology and Infrastructure
5. Portal Information Update (Yoseph)

6. Authentication (Eva)

AREA IV: Governance, Guidelines and Budget
7. Committee rep for College Council

9. Items for next agenda
Distance Education Advisory Committee
Meeting Minutes
December 13, 2012

Present: Jenni Abbott, Iris Carroll, Cheryl Chavez, Leslie Collins, Yoseph Demissie, Lorena Dorn, Carol Ellis, Susan Kincade, Shirley Miranda, Joshua Sigman, Mary Silva, Michael Smedshammer

Guests: None

Absent: Moises Aguilar, Bruce Anders, Kimberly Bailey, Deanne Dalrymple, Kim Gyuran, Linda Kropp, Laura Maki, Eva Mo, Chad Redwing, Michael Sundquist, Brenda Thames, Nadia Vartan

Recorder: Amy Bethel

STANDING ITEMS

1. Review Minutes and Action Items from Previous Meeting
   The minutes and action items were reviewed and the following details noted:
   • Mike talked with Melissa Colon at Columbia College. He and Joshua Sigman are working on changing the BlackBoard front page.
   • The work group provided a draft rubric for review at today’s meeting.
   • Susan would like to see something more descriptive for explaining meeting dates and times of hybrid courses. She and Mike will meet to discuss.

   Action Item:
   Who: Mike
   What: Talk with Susan about adding meeting times and descriptions to hybrid courses listed in PiratesNet.

   Action Item:
   Who: Amy
   What: Schedule meeting between Susan and Mike to discuss hybrid courses

2. Updates from Mike: (Dec. 10 CCCCO DE Webinar highlights, Certified Bb Trainer Course, Service Pack 10, Hybrids, Online Faculty Training, DE Grant Re-Application)
   Mike participated in the State of the Union for Online Instruction in the State of California webinar. It was informative and well done. Highlights included:
   • We are required to drop students who are not actively enrolled.
   • Remember that hybrids are online classes needing alternative accounting procedures.
   • Online courses cannot be correspondence courses for Federal Financial Aid reporting.
   • Regular and effective contact must be initiated by the instructor, not student.
   • Policies must be created for student contact.
   • San Jacinto is doing a MOOC (massively open online course) on foundational writing with a Gates Foundation grant.
   • Surprisingly, some best practices schools success rates are low.
• Instructors have to be there. Classes cannot just be posted and the faculty not participate.

Mike is now a certified Blackboard trainer. He is looking forward to putting his new skills into practice.

We will be switching over to Service Pack 10 on December 23. Watch for glitches. A preview of Service Pack 10 will be available during Institute Week.

Mike is training two BBSS and one Lit & Lang faculty for spring.

In February, we will be able to compete for another Title V grant for Distance Ed. We will partner again with Merced.

**AREA I: Student Support**

3. **Online Student Services Workgroup Update**
   - Website, Electronic Forms, Video conference tutoring and counseling
   Lorena reported that Kim Bailey did *Join Me* [http://join.me](http://join.me) with a couple of students. It is free and works well. Shirley Miranda will be doing a pilot with Tutoring as well.

   Joshua reported that electronic forms are being looked at as needing two versions; one for Student Services and one for the rest of the campus. Talks are stopped at the moment as District IT could not take it far enough. He also reported that he has met with the president and we are moving forward with the website redesign. The student support focus group will help identify where students expect to find information. The president also would like to see a focus group of faculty and staff. He will be going to an OmniUpdate Conference and when he returns, will begin work.

**AREA II: Faculty Support**

4. **Best practices work group: Self-Assessment Tool working session**
   Mary Silva was the spokesperson representing the work group. The work group is comprised of Mary, Kim Gyuran and Laura Maki. Michael asked what the work group now needs from the DEAC. Mary stated that they are looking for feedback and help to define the terms Needs Improvement, Effective, and Exemplary. They were able to develop a baseline, but soon realized that the other column descriptions would vary depending on discipline. It was generally agreed that leaving the columns open ended would be a good way to provide feedback. A column for notes will be added. Michael spoke to the length of the document and offered some suggestions for shortening it by including some of it in an introductory module or by creating a student orientation module that would be updated by the college and taken by online students annually. Susan suggested that perhaps an online syllabus template might also be helpful. Michael added that the “Start Here” module begins to get at that. It was generally agreed that an “Are You Online Material?” module be added to the front of Bb so that students can go through it before actually enrolling in the course. Michael asked everyone to go through the rubric for content and make suggestions. Jenni suggested adding a definition of the categories: Accessibility, Content,
Assessment, Interaction and Engagement. Mary stated that she believes that the work of the work group is done and would like it to come back to the committee. Mike will review for content. Some clean up will occur and from there, it will be given to a limited number of faculty members for testing. All video content needs to be captioned. Camtasia is software used for captioning. Decisions need to be made as to whether or not a site license will be purchased. Mary shared a checklist from Ohlone showing what would be initially needed to begin teaching online.

**Action Item:**
- **Who:** Mike Smedshammer
- **What:** Shorten and edit the rubric for consistency. Share it with some online faculty for preliminary feedback.

**AREA III: Technology and Infrastructure**

5. **Portal Information Update (Yoseph)**
Yoseph is very sure that the Portal information is doable. Media Share will be used.

6. **Authentication (Eva)**
Eva is not here to talk about authentication, but would like for it to be placed on the agenda. Authentication means that you have some way to assure that the students registered in the class are really who we think they are. Some use a cell phone authentication.

**Action Item:**
- **Who:** Mike
- **What:** Add Authentication to agenda

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

7. **Committee Rep for College Council**
A Distance Ed Committee Rep to the College Council needs to be identified to begin attending Council meetings after the first of the year. It has been brought to this table at least four times. Iris or Jenni might be willing to share the duty.

8. **Other**
A student complaint process needs to be developed that is visible and easily locatable by the students online. Iris suggested that we review the face-to-face process and see if it is applicable to the online student. This will stay on the agenda and Susan will take it to Deans’ cabinet.

**Action Item:**
- **Who:** Mike
- **What:** Add Online Student Complaint Process to DEAC Agenda

**Action Item:**
- **Who:** Susan
What: Bring the topic of online student complaint process to Deans’ Cabinet

Two Administration of Justice programs are available 100% online.

9. Items for Next Agenda
   Authentication
   Online Student Complaint Process

Next Meeting: January 24, 2013, Yosemite 213, 3:30 – 5 p.m.
DE Advisory Committee Meeting Agenda
January 24, 2013
Yosemite 213
3:30-5:00 p.m.

1. Review Minutes of Previous Meeting

2. Reports on Action Items from Previous Meeting
   A. Adding times and descriptions to hybrid courses listed in PiratesNet (Mike and Susan)
   B. Shorten and edit the self-assessment rubric for consistency. Share it with some online faculty for preliminary feedback. (Mike)
   C. Add authentication to agenda (Mike)
   D. Add online student complaint process to agenda (Mike)
   E. Bring topic of online student complaint process to Deans’ Cabinet (Susan)

3. Updates from Mike: (Blackboard SP10 issues; faculty trainings; Introduction to Online Instruction Course; YFA concerns)

AREA I: Student Support
4. Online Student Services Workgroup Update
   Website, Electronic Forms, Video conference tutoring and counseling

5. Student complaint procedure

AREA II: Faculty Support
6. Best practices workgroup: Self-Assessment Tool working session (Draft 2)

AREA III: Technology and Infrastructure
7. Authentication (Eva)

AREA IV: Governance, Guidelines and Budget
8. Committee rep for College Council (Iris)

9. MOOC at MJC (Jenni)

10. DEAC name

11. Items for next agenda
Distance Education Advisory Council  
Meeting Minutes  
January 24, 2013

Present: Jenni Abbott, Iris Carroll, Yoseph Demissie, Lorena Dorn, Kim Gyuran, Susan Kincade, Linda Kropp, Shirley Miranda, Joshua Sigman, Michael Smedshammer

Guests: Margo Guzman

Absent: Moises Aguilar, Kimberly Bailey, Cheryl Chavez, Leslie Collins, Deanne Dalrymple, Carol Ellis, Laura Maki, Eva Mo, Chad Redwing, Mary Silva, Michael Sundquist, Brenda Thames, Nadia Vartan

Recorder: Amy Bethel

STANDING ITEMS

1. Review and Approve Minutes of Previous Meeting
The minutes were accepted as submitted.

2. Reports on Action Items from Previous Meeting
A. Mike and Susan will meet tomorrow to discuss adding times and descriptions to hybrid courses listed in PiratesNet.
B. Mike shortened and edited the self-assessment rubric for consistency. He has shared it with some online faculty for preliminary feedback. See discussion below.
C. Add authentication to agenda. See Item 7 below.
D. Add online student complaint process to agenda. See Item 5 below.
E. The topic of online student complaint process has not yet been taken to the Deans’ Cabinet.

Action Item:  
Who: Susan  
What: Discuss online student complaint process with Deans’ Cabinet

The meeting dates and time was changed because of a conflict with the scheduling of the new councils. Distance Education Advisory Committee will now meet on the first and third Mondays of each month from 2:30 – 4 p.m. It was suggested that the meeting location be changed to East Campus. Amy will check availability of an East Campus location and send out a revised meeting invitation to the committee.

Action Item:  
Who: Amy  
What: Send out revised meeting invitation to the committee after checking on an East Campus location

Yoseph asked to add Portals to the agenda.
3. Updates from Mike: (Blackboard SP10 issues; faculty trainings; Introduction to Online Instruction Course; YFA concerns)

Mike reported that there are problems with Blackboard Service Pack 10. Faculty trainings have been wonderfully attended. Sixty-two people attended a Service Pack 10 workshop and thirty people attended Introduction to Blackboard. The Introduction to Online Instruction Course is going well. All committee members have been included in the course, and two people are going through a pilot of the course. It takes about 10 - 15 hours per week to complete. Faculty are able to take what they learn and immediately apply it to their courses. YFA has concerns about how much training is required before an instructor can teach an online course; why MJC requires training when CC does not; why do instructors have to have training for online when training is not required for face to face. There was discussion.

AREA I: Student Support

4. Online Student Services Workgroup Update

Joshua demonstrated improvements to the Blackboard front page. He will use Alt Tags to show links. He will be able to use a similar format for the website. Lorena asked Yoseph about his research into companies who may help us create our own electronic forms. An online tutoring and counseling demo was done by Shirley Miranda, but at this point, she does not have the staffing to make it work. Kim Bailey used Join Me (joinme.com) for online counseling and it seemed to work well. They are able to track student contact by entering the appointment in SARS.

5. Student Complaint Procedure

Item tabled. Mike stated that it is important and will be addressed at a later meeting.

Action Item:
Who: Mike
What: Add Student Complaint Procedure to future agenda

AREA II: Faculty Support


Mike described edits he made to the Self-Assessment Tool created by the Best Practices Workgroup. He removed all that could be included in a student orientation module, removed redundancies and reduced the document to four pages. The syllabus and Start Here module page still include some items that could go into a student orientation module and will remain there until the orientation module is developed. He did not include the Student Contract with the document and there was discussion as to whether or not they should include it. From DEAC it needs to go to the Instruction Council for review. There was discussion of the title of the document. President Stearns would like to see the word rubric included in the title. It was agreed to make the title “Online Course Design Rubric”. Jenni asked where things were with approval of the flow chart. Academic Senate approved the flowchart and it has been shown to College Council. Once the rubric is complete, it will be sent as a package along with the flow chart for review at Instruction Council. The student contract will be eliminated from the rubric and other changes were noted. It was
agreed to move forward with noted changes. Iris will report that the flowchart and rubric are being developed and that Jenni expects that the grant will come due soon.

**Action Item:**

**Who:** Mike  
**What:** Forward flowchart and Online Course Design Rubric to the Instruction Council for their review and approval

**Action Item:**

**Who:** Iris  
**What:** Report that the flowchart and Online Course Design Rubric are being developed and that it is expected that the grant will come due soon

**AREA III: Technology and Infrastructure**

7. **Authentication (Eva)**  
Mike will see if we can expand the WICHE ListServe to distribute more information on authentication and other topics of concern. Yoseph suggested that we create a distribution list that can be used to forward the notes to others.

**Action Item:**

**Who:** Mike  
**What:** Verify if WICHE ListServe can be expanded to distribute information more broadly and/or work with Yoseph to create a local distribution list that can be used to forward information.

8. **Portal**  
Yoseph stated that he needs to know what menus are needed so he can ensure that we have the infrastructure to support the portal. Joshua confirmed that we would have single sign-on and would like to see one click options to view student schedules, add cards, email, etc. once one is signed in. A similar feature would be available for faculty, so with one click they can see rosters, go to email, website, etc. The DEAC needs to prioritize what the students need to see once they have logged in. Joshua noted that there will be six focus groups meeting soon to identify possible areas located on the portal. It was noted that the Student Services Sub-Committee had been working on identifying Student Services topics that need to be included and that list will be provided to Yoseph. Lorena has sent out a survey to staff and faculty and Martha Robles has held some focus groups. Yoseph noted that the costs are mainly in programming and training of programmers. Several groups need to talk: the Distance Ed Committee, Technology Committee, and Student Services. The group suggested that there be portals for MJC services that currently require passwords, including Blackboard, PiratesNet, Library databases and Email.

**Action Item:**

**Who:** Mike  
**What:** Ensure that the appropriate groups meet to discuss the portal
9. **Grant Application**
   Jenni will provide a copy of the grant budget for the committee to review. We will soon hear that we have four weeks to complete the grant application. The budget basically asks to fund the MJC Distance Education Plan. We need to find two more collaborative pieces to include in the application. Future meetings will be redirected to the grant.

   **Action Item:**
   **Who:** Mike  
   **What:** Add Grant Application and Grant to future agendas.

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

10. **Committee Rep for College Council (Iris)**
   No report.

11. **MOOC at MJC (Jenni)**
   Tabled until next meeting. The discussion will concern the differences between the terms learning and education.

   **Action Item:**
   **Who:** Mike  
   **What:** Add to March 4 agenda

12. **DEAC Name**
   Tabled to a future agenda.

   **Action Item:**
   **Who:** Mike  
   **What:** Add to a future agenda

13. **Items for Next Agenda**
   None discussed.

**Next Meeting:** Monday, March 4, 2012, 2:30 - 4 p.m., Morris Conference Room A