Present: Jenni Abbott, Iris Carroll, Leslie Collins, Brian Demoss, Amy Duffy, Joshua Sigman, Mary Silva, Michael Smedshammer, Cheryl Chavez
Absent: Shelley Circle, Susan Kincade, Letitia Miller, Martha Robles, Jeff Swank, Brenda Thames, Carol Ellis, Linda Kropp, Laura Manzo, Shirley Miranda, Eva Mo
Recorder: Heather Townsend

1. Agenda Approval

The October 6, 2014 agenda was approved by consensus of the group.

2. Review Minutes of Previous Meeting

The minutes of September 8, 2014 were approved by consensus of the group.

3. Reports on Action Items from Previous Meeting

- **Begin training tutors to use JoinMe (Shirley)**
  No Report

- **Update the Start Here! module (Mike and Letitia)**
  Mike reported that the Start Here! module is complete. It was worked on over the summer by several people, but mainly Letitia. Mike reported that he and Letitia Miller worked to help put the finishing touches on the module. Mike said that faculty advice was incorporated into the module. Committee members reviewed the module slides and commented that the graphics look very nice and professional.

- **Advertise the expanded Embedded Librarian Program (Iris and Mike)**
  Mike reported that the Embedded Librarian program has been advertised. Mary Silva said that she has used this service. Mary reported that Iris Carroll has placed Library research videos on YouTube. Mike said that you can subscribe to the YouTube channel. He stated that Columbia College is now working on embedding a Librarian into their online courses as well. The YouTube channel that lists informative Library topics can be viewed at the following link:

  [http://www.youtube.com/user/modestojclibrary](http://www.youtube.com/user/modestojclibrary)

- **Relay information about using percentages for evaluation cycle (YFA)**
Representative/Mike
Mike stated that he has not relayed this information to YFA. Mike explained that currently the evaluation is done from weeks eight to ten but some faculty are teaching a six week or late start class. It is hard for some faculty to figure out when the evaluation should take place. He said that the contract is set up for a 16 week semester. Mike said that he plans to continue to relay this information to the YFA representative.

**Action Item**
Who: Mike Smedshammer
What: Relay information about using percentages for evaluation cycle to the YFA representative.

- **Write Title V group grant to attend OTC in San Diego**
  Mike reported that the Title V grant was written and accepted. Mike reported that OTC was attended by Mary Silva, Jennifer Hamilton, Leslie Collins, Erynn Lucas, Nancy Backlund, and himself, and was a success.

- **Work with Becky Ganes to help her provide screencast tour of her course (Mike)**
  Mike reported that he spoke to Becky. He wrote a bio about Becky Ganes and plans to put it on the website. He said that she is coming to his office on Wednesday to create the video portion.

**Action Item**
Who: Mike Smedshammer
What: Work with Becky to get her video and biography posted to the MJC DE Website.

- **“Clean up” the work done by the DE Committee on the DE Plan goals and deliver the final copy to Susan Kincade and Heather Townsend for inclusion in the Midterm Report (Mike)**
  The updated Distance Education Plan 2012-2017 was provided to each DE Committee member. Mike reported that the updates start on page 23 of the plan with an addition of a timeline column that was added. Mike reported that he updated the flowchart, rubric, and the Table of Contents. The updates were suggested at the September 8, 2014 Distance Education Committee meeting and incorporated into the DE Plan. The updated DE plan can be viewed at the following link:

  [http://mjc.edu/governance/distanceedcommittee/deplan9814final.pdf](http://mjc.edu/governance/distanceedcommittee/deplan9814final.pdf)

- **Contact Francisco Banuelos to invite Claudia Mery as member of DEC (Jenni)**
  Jenni reported that she has spoken with Francisco Banuelos about inviting
Claudia Mery as a member of the committee. She said that Francisco said that having Claudia on the DEC is a great idea. Jenni will ask Melissa to send out all of the meeting dates via email to Claudia. She will first email Melissa to make the request and plans to also copy Francisco and Claudia on the email.

**Action Item**

*Who:* Jenni Abbott  
*What:* Email Melissa Beach to ask that she email Claudia Mery future DEC meeting dates. She will copy Francisco and Claudia on the email.

- **Email Online Large Class Subcommittee Members to Eva Mo (Melissa)**  
  Mike reported that this has been completed by Melissa Beach.

- **Clarify which committee/council DEC reports to. (Mike)**  
  Mike stated that Susan Kincade had mentioned that the *Engaging all Voices* flowchart did not have very clear lines. Mike said that College Council is working on this now. Mike reported that the Distance Education Committee changed its name about a year and a half ago. He said that this change needs to be reported and approved by the College Council. The name of the committee previously was the Distance Education Advisory Council.

**Action Item**

*Who:* Mike Smedshammer  
*What:* Request the name change from Distance Education Advisory Committee to the Distance Education Committee to the College Council.

Mike reported that he now sits on College Council as a representative. Jenni asked if Susan had mentioned who the DEC should report out to. Mike said that Susan had not mentioned to him who exactly the committee should report out to. Jenni said that it is important to stress that the DEC not only addresses the instruction area but also the student services area too.

**AREA I: Student Support**

4. **MS Office 365 Advertising Project**

Brian Demoss noted that MS Office 365 is part of OneDrive. OneDrive is a storage device that is offered to all students at the college. MS Office 365 gives a student access to Microsoft products such as Word, Excel, and PowerPoint.

Iris Carroll asked if there is student training for OneDrive and MS Office 365. Brian reported that training is not available to his knowledge. Iris suggested that there be a series of workshops or something for students to access online in regards to training for these student products. Mike said that this is a really wonderful package of items that students have access to and, they don’t even know about these products. Brian reported
that students have 40 to 50 GB of storage with OneDrive.

Leslie Collins said that the MJC Technology Committee should be discussing an advertising project for MS Office 365 and OneDrive. The Distance Education Committee discussed if the Technology Committee was even meeting anymore. Leslie stated that she thought the MJC Technology Committee was furloughed. Iris Carroll said that we should make a recommendation to College Council that the MJC Technology Committee be reconstituted and discuss advertising to students MS Office 365 and OneDrive. Mike asked that Senate representative Mary Silva contact the Senate to also make the same recommendation.

**Action Item**

Who: Mike Smedshammer/Mary Silva and Iris Carroll
What: Mike to recommend to the College Council on behalf of the Distance Education Committee that the MJC Technology Committee be reconstituted so that they can discuss advertising to students MS Office 365 and OneDrive. Mary and Iris to recommend to the Academic Senate (Eva Mo who sits on Senate) on behalf of the Distance Education Committee that the MJC Technology Committee be reconstituted so that they can discuss advertising to students MS Office 365 and OneDrive.

5. **Student Orientation to Blackboard Course (“Project X”) (Mike)**

Mike has been working on the orientation to Blackboard course during the fall and it has been completed. The course is currently available on MJC Blackboard to all students. He reported that he has a few instructors that are piloting the course starting today. The Distance Education Committee reviewed and discussed the course. The Blackboard orientation course starts out with a video. The course offers several tutorials to students such as:

- How do I navigate Blackboard?
- How do I submit an assignment?
- How do I take a test?
- How do I participate in a journal?
- How do I use Respondus LockDown Browser?

Mike stated that after the student goes through the course they are offered an online final exam. If the student passes with a score of 100%, they receive a certificate. The students can take the test as many times as they would like until they get 100%. Amy Duffy asked if this course could be added to the Getting Started! module. Mike said that a faculty member could do this if they would like. She asked how else this course could be utilized. She wanted to know how to encourage students to take this course in the beginning of the semester. Mike said that you can also make this course an assignment or extra credit.

**AREA II: Faculty Support**

6. **Online Instruction Cohorts update (Mike)**
Mike presented an update on the online instruction cohorts. He reported that two cohorts took place over the summer semester. Mike said that we now have a lot of high quality online instructors. Mike just finalized the first course for the fall cohort, and the second course starts today.

**AREA III: Technology Support**

7. **Blackboard Updates (May archiving; WebCT server offline; Blackboard contract)**

   Mike reported that we archived in May. Some space was cleared but not nearly enough according to Brian Demoss. Mike reported that the contract is for 200GB but we are using about 600GB. Joshua and Mike are continuing to track down how so much space is being used and where. Joshua commented that there is no one reason as to how. Mike said that the goal is for universal shells. The Blackboard contract is until March 2015. A recommendation from the State will be suggested in the fall.


   Mike reported that he just spent the weekend in San Diego at the OEI (online education initiative) training on how to be an online course reviewer. Mike said that there is a plan by the State to identify a standard course management system this fall. He stated that Pat James, Executive Director of the California Community Colleges Online Education Initiative, suggested that the OEI may slow down when it comes to picking a standard course management system (CMS).

   He reported that many people had a chance to make suggestions on what is needed when it comes to a CMS. Mike said that the number one thing identified, when it comes to a CMS, is a usable interface.

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

9. **Senate Rep (Eva)**

   - **Large Class Provisions Online**
     Mike reported on behalf of Eva Mo. Eva has spent the last three weeks collecting faculty who are interested in large class provisions online. A meeting is scheduled tomorrow evening for those interested. Mike said that Susan Kincade cannot attend the planned meeting. Iris asked when Susan would come and talk to the DEC. Mike thought that Susan could attend today but is unsure of when she will be able to.

10. **Curriculum Rep (Shelley)**

    No Report
11. College Council (Mike)

Mike reported that Susan Kincade had alerted College Council members that the Midterm Report was available on the Modesto Junior College Accreditation page:

http://mjc.edu/general/accreditation/index.php

Mike reported that Live Scan was discussed. Establishing a standing Student Success and Equity Committee and who would serve on the committee was discussed. Iris noted that James Todd and Brenda Thames are working on the Student Success and Support Plan first. Mary Silva reported that the Student Success Equity Committee will focus on student populations who are underserved.

Mike asked if anyone from the DEC would want to serve on the proposed committee. Jenni Abbott volunteered to represent the DEC and sit on the Student Success and Equity Committee. Mike will put forth a recommendation to James Todd, proposed committee Chair, that Jenni Abbott be appointed as a representative from the DEC to serve on the Student Success and Equity Committee.

Action Item
Who: Mike Smedshammer
What: Recommend to James Todd that Jenni Abbot be appointed as a DEC representative to sit on the Student Success and Equity Committee.

Mike reported that College Council discussed why Modesto Junior College needs to continue growing. The cost of the college including payroll continues to rise, but apportionment rates per FTES are staying flat. He reported that Susan Kincade had said that if we don’t grow we are falling behind. By not growing we are shrinking.

The DEC then discussed late start classes. Mike said that it is an interesting mix of part-timers teaching online. A discussion about a good enrollment management system ensued. Mike asked Brian about Datatel and if our server was changing. Brian said that a discussion about a plain vanilla system has been discussed but will not be happening. Instead, we are converting from the Oracle database to the Microsoft SQL server. Brian noted that majority of schools are already on the Microsoft SQL server. This will be a cost saving change for the District.

12. Grant Update (Jenni)

Jenni reported that there have been preliminary discussions about the next Title V proposal. She said that we need to identify and prioritize what is needed out of our Distance Education Plan. The thought is to include DE in the next grant, but not write a DE specific grant. The Title V proposal deadline is next spring.
13. Items for next agenda

Leslie asked that Mike discuss the Engaging all Voices flowchart which shows that the Distance Education Committee (formerly the DEAC) reports to College Council.

**Action Item**
*Who:* Mike Smedshammer  
*What:* Clarify with College Council who the DEC should be reporting out to.

Mike asked if anyone had any concerns or suggestions. Mary asked that Susan attend the next DEC meeting if possible. Mike pointed out that the DE Plan states that an administrator should attend all DEC meetings and if Susan cannot make it then maybe another administrator can take her place. Mike will talk to Susan about attending the next meeting.

**Action Item**
*Who:* Mike Smedshammer  
*What:* Ask if Susan can attend the next DEC meeting or schedule another administrator to sit on the DEC.

Leslie Collins said that it would be nice to see continuing education for online instruction such as workshops or brown bag lunch.

Amy Duffy stressed a concern about dropping students for non-activity in her online courses. She said that students are becoming very savvy and it is a complex issue.

**Next Meeting: November 3, 2014 from 2:30 – 4:30 p.m., LB 10**