



Modesto Junior College
Distance Education Committee Meeting
Meeting Minutes: January 11, 2016

Present: Iris Carroll, Leslie Collins, Linda Kropp, Eva Mo, Milan Motroni, Mary Silva, Michael Smedshammer, Brenda Thames, Michelle Vidaurri, Jacquelyn Forte, Brian DeMoss.
Absent: Amy Duffy, Claudia Mery, Cheryl Chavez, Jenni Abbott, Joshua Sigman, Leta Love, Ryan Guy, Shirley Miranda
Guest: Barbara Adams
Recorder: Donna Yarnal

I. Welcome

Mike called the meeting to order at 1:07 p.m.; welcoming everyone followed by self-introductions

II. Agenda Approval

Agenda approved with agreement to move item #VI, New Business, to allow guest Barbara Adams to present first.

- Curriculum Committee Addenda Review Request/Approving new online courses
Barbara shared that the Curriculum Committee is seeking feedback from DE regarding the DE Addendum, formerly referred to as the TMI – Technology Mediated Instruction form. She provided an on-screen demo of the course authoring process within CurricuNet, specifically courses with a DE proposal. The Curriculum Committee is seeking suggestions from the DE Committee for possible edits/updates within CurricuNet; possibly developing a rubric or guidelines for authors to follow. Sub-committee comprised of Mike, Leslie, Linda, Barbara and Iris will meet to work on guidelines.

III. Minutes Approval

Minutes from the November meeting were reviewed and approved as is, no changes.

IV. Review of Action Items From Previous Meeting

- Mike reported that the DE Resource page continues to be under development

V. Old Business

Canvas

- Mike shared that the transition from Blackboard is currently in the stage of a “soft opening” and that so far it has been reported very few students have needed assistance. The main issue has been logging in. Discussion about creating online courses from scratch vs converting them between platforms. Mike distributed the following url for faculty to sign up for “Getting Started with Canvas”, training he has developed and offers to help with the migration: bit.ly/1THZxNI

VI. New Business

VII. Reports

- a. **Grants**, SSP, SSEP Michelle and Jacquelyn report that additional counselors and program specialists are being hired; Student Success Centers to be staffed by counselors and program specialists where students may be able to do a wide variety of things such as interest assessments; abbreviated ed plans, etc. Centers to be staffed during evening hours; services related to non-credit and ESL will also be available. An ESL sequence will be submitted to the Curriculum Committee soon. Mike asked how DE can assist with respect to student equity, perhaps identifying instances in which on line instruction encounters problems. Related to informational items (below) the College of San Mateo uses an online course survey they have implemented to help identify barriers to online instruction. 4 Key findings

include issues related to accessing the internet; students being unable to attend events on campus when offered as part of DE; study environment and software.

- b. **District IT Update** (Brian) Brian shared that drastic changes to web search totals could be due to IntelliResponse.
- c. **Senate** – Mike will be presenting on Canvas at the February meeting
- d. **College Council** – Mike shared that they are reviewing district policies; program review, EMP and Strategic Planning which includes technology.
- e. **Campus Technology Committee** – Met in December; are focusing on Program Review to include the portal and any necessary updates to campus technology; a prioritized list is being developed. Mike encourages that any concerns be forwarded to himself and or Leslie for them to voice at future meetings.

VIII. Informational Items

College of San Mateo Online Course Withdrawal Survey (see item #V11 a) above.

IX. Adjournment

Meeting adjourned at 2:40 p.m.

Action Item #1:

Who: Mike, Linda, Leslie, Iris, Barbara Adams

What: Sub-Committee to meet Jan. 25th @ 1:00 to develop guidelines per item #II above.

Action Item #2:

Who: Brian DeMoss

What: Will get confirmation of the funding source for the portal.

Action Item #1:

Who: Mike

What: Will contact Ryan Guy regarding the subject of approving new online courses, specifically the role of the DE Committee in the process; possibility an agenda item for the next meeting.

Mike reminded everyone that any requests for the next agenda can be e-mailed to him:

smedshammern@yosemite.edu