



Distance Education Advisory Committee
Meeting Minutes
March 18, 2013

Present: Jenni Abbott, Iris Carroll, Cheryl Chavez, Lorena Dorn, Margo Guzman, Shirley Miranda, Eva Mo, Joshua Sigman, Mary Silva, Michael Smedshammer
Guests: None
Absent: Kimberly Bailey, Leslie Collins, Deanne Dalrymple, Carol Ellis, Kim Gyuran, Susan Kincade, Linda Kropp, Laura Maki, Chad Redwing, 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. Mike introduced the idea of paperless meetings. Minutes, agendas and back up documents will be displayed on the overhead monitor.

2. Reports on Action Items from Previous Meeting

A. Will check in Library for the current Student Complaint form/procedure information and report back to us. (Iris)

Iris reported to Susan the day after the meeting that we have the Standards of Student Conduct inside the library, and not the student complaint procedure. It was mentioned that the complaint procedure is in the MJC catalog. Jenni stated that it should be prominently displayed on the website as well as on the Blackboard site.

B. Will email us subscription information when he has all the details. (Mike)

Done. The WISCHE group will be sending questions, issues and answers. All can subscribe.

C. Add Recognition for Those Completing DE Training to March 18 agenda (Mike)

Done.

D. Add Course Design Rubric to March 18th agenda (Mike)

Done.

3. Updates from Mike: (Blackboard issues; faculty training cohort; joint meeting with Columbia at Bianchi Center in Oakdale March 22; DE Coordinators Monthly Meeting report)

Blackboard Update: Mike reported that we installed a cumulative patch over the weekend. This is now the fifth cumulative patch on SP 10. We now should be able to drop students to match what is in Pirates Net. The discussions in Blackboard cannot be hidden. All of the topic discussions are visible right away. That has not been fixed yet. There are some other technical bugs, but hopes the patch fixed them. Mike reiterates that if anyone has any Blackboard issues, we should let him know. The meetings are held twice a month with a Blackboard tech.

Faculty Training Cohort: The faculty training cohort is going great. They are in week two now. Many are posting into the Online@YCCD Facebook group. There are over 70 members in the group.

Joint Meeting with Columbia: A joint meeting between Columbia College and MJC is scheduled at the Bianchi Center in Oakdale this Friday, March 22, from 9:30 – Noon. Mike encouraged committee members to attend.

DE Coordinators Monthly Meeting Report: Mike stated that there is a slightly different formula for DE apportionment than face to face. There are talks about a state authorization reciprocity agreement (SARA). That means that if we agree to take students from out of state, we should first to get approval from the state before we accept those students into our course. Mt. San Jacinto has a Gates Foundation Grant and is getting a lot of interest in their MOOC. There is an issue of regular and effective contact. Mike also reported that the Governor's negotiations are ongoing, but quiet.

AREA I: Student Support

4. Online Student Services Workgroup Update

Website and Portal, Electronic Forms, Video Conference Tutoring and Counseling

Website and Portal: Joshua is working on the website. Next week we are having a group of about 6 discussion panels and focus groups on east and west. He will send out invites. They will discuss what is working, what is not. Then they will put something together and present it to the President and go from there. He said they are tabling the idea of the portal until the new Vice Chancellor is hired. He also announced that he is expecting to launch the new website in January 2014.

Electronic Forms: Electronic Forms are still being developed. Margo discussed the process for developing forms. Jenni noted that a list of forms had been created, but was then asked to put the project on hold. Margo will contact Martha Robles for a list of her top five forms. We have district wide support. Personnel changes in IT will have an impact on how soon forms will be developed. Currently in Pirates Net they are working on the address form change. This topic will be on next agenda for further discussion.

Videoconference Tutoring and Counseling:

Item was not discussed.

AREA II: Faculty Support

5. Course Design Rubric Suggestion: Add Section for Faculty-to-Student Contact (See below)

To assist in the discussion, CCCCO DE Guideline, 55204 was provided by Mike. Mike shared a draft describing changes to the rubric adding regular and effective student contact back into the document. There was extensive discussion of the definition of regular and effective student contact and how it should be described in the rubric. Eva expressed concern that prescriptive language in the rubric could potentially become evaluative and prefers that it be considered a best practice. Eva added that she believes the rubric should be a guide for

faculty as they develop their first time DE course. The Academic Senate is very interested in being a part of the process of development of the rubric. She is not speaking as Senate representative as she is on the committee as YFA Rep, but she wanted to make sure that it gets proper vetting so that it will be well accepted once shared with others. Mike added that he wants to ensure that the document is its best so it can be put forward with a good recommendation. Based on the discussion, some edits were made to the document. He asked for advice as to how to present it to gain the best acceptance. Mary and Iris agreed to will work with Mike to come up with wording for examples.

There was further discussion that there is no reporting structure for the work of the DE committee. There is no regular report to Senate. Mike stated that he will work on a way to report out, because the work of the DE committee is too important. There was further discussion of the purpose of the rubric and how it will be used.

Action Item:

Who: Mike Smedshammer, Iris Carrol, and Mary Silva

What: Will use today's discussion to revise the "Regular and Effective Contact" section of the self-assessment rubric and report back to us.

6. Recognition for DE Training (Mike)

Item was not discussed.

7. Summer Institute? (Mike)

Item was not discussed.

AREA III: Technology and Infrastructure

8. Blackboard Renewal (Susan and Mike)

Item was not discussed.

9. Authentication (Eva)

Item was not discussed.

AREA IV: Governance, Guidelines and Budget

9. College Council (Iris) and Instruction Council

Item was not discussed.

10. MOOC at MJC (Jenni)

Item was not discussed.

12. DEAC Name (Simplified to DE Committee)

Item was not discussed.

13. Items for Next Agenda

Mike stated that since some items appearing lower on the agenda have been tabled, the committee will prioritize the agenda at the beginning of the April 1 meeting.

Meeting adjourned at 4:05.

Next Meeting: Monday, April 1, 2013, 2:30 – 4 p.m., MM Conference Room A