



Modesto Junior College
Distance Education Committee Meeting
Meeting Minutes
September 21, 2015

Present: Jenni Abbott, Jennifer Ahlswede, Iris Carroll, Leslie Collins, Amy Duffy, Linda Kropp, Claudia Mery, Shirley Miranda, Eva Mo, Milan Motroni, Joshua Sigman, Mary Silva, Michael Smedshammer, Brenda Thames.
Absent: Cheryl Chavez, Shelley Circle, Ryan Guy, Laura Manzo, Patrick Pimentel Sr., Martha Robles, Jeff Swank
Guests: Columbia College DE Committee (via Video Conference): Teresa Borden, Melissa Colon, Katherine Schultz, Sylvia Wattersen
Recorder: Kelly Addington

1. Agenda Approval

The agenda was approved by the consensus of the group with the last minute addition to "Other Reports from Summer":

- Help Desk Protocols/Hours
- Universal Blackboard Shells

2. Joint Resolution with Columbia College to Adopt Canvas

The review of the resolution included discussion on:

- The need of selecting a group to start the 2 year phase-in of Canvas concluding in Summer 2017.
- The need of working on the details of the training, compensation, and support of faculty by MJC, Online Education Initiative (OEI), and Canvas for a smooth transition.
- The need of help in re-creating teaching materials in Canvas and options/transition tools that are available.
- The need for a supplemental comparison graph/chart that focuses on student success, ease of use, the streamline of courses, timeline, and cost.
- The need to wordsmith and simplify the proposal.
- Columbia College's timeline to present proposal to their Academic Senate on September 25, 2015
- The need to apply to the Spring cohort offered by the OEI.

Action Item #1:

Who: Melissa

What: To confirm the deadline date to join the Spring cohort offered by the OEI

Action Item #2:

Who: Mike, Joshua, Eva

What: Work on clarifying the proposal language to create a solid resolution of the Canvas proposal by Wednesday, September 23, 2015 for Columbia College to include on their September 25, 2015 Academic Senate agenda.

3. Review Minutes of Previous Meeting

The agenda was approved by the consensus of the group.

4. DEC Membership Roles Review

Mike reviewed the current web page and noted changes.

Action Item:

Who: Joshua

What: To update the MJC webpage to reflect changes to the Distance Education Committee member list.

5. Reports on Action Items from Previous Meeting

- Update DE Webpage with agendas and minutes (Mike/Joshua)
 - **Webpage has been updated with agendas and minutes to this current meeting.**
- Check with Nora to see if DE success and retention report can be run to show only where there is online and on-campus equivalent course. (Mike)
 - **Nora ran report with proposed criteria with similar results.**
 - <https://drive.google.com/open?id=0B74O-F2hVSP2RDQ4dVBJSVkyZWM>
- Will follow up with Claudia Mery about the DSPS compliance checklist to send out to our listserv (Mike)
 - **Checklist available and will be distributed.**
 - **Mike noted transcriptions are done on the MJC campus.**
 - **DSPS working off a priority list because of the high demand.**
 - **Funding needs for the DSPS department were discussed.**
 - **State requirements for capturing and options on how MJC/DSPS meets the requirements.**
- Procure Instructional Materials for DE Summer Academy (Mike/Amanda)
 - **The DE Summer Academy was a success with instructional materials given out as prizes.**
 - **Feedback from the faculty was excellent.**
- Invite DE Committee members to help select Online Faculty of the Year, 2015 (Mike)
- Invite to OTC Conference (Mike)

6. Other Reports from Summer

- Summer 2015 Academy: <https://drive.google.com/open?id=0B74O-F2hVSP2Vmt3aVRXVVQ3Vnc>
- Summer Re-Certification Cohort:
 - **Attendees learned a great deal and found the information helpful.**
 - <https://drive.google.com/open?id=0B74O-F2hVSP2Vmt3aVRXVVQ3Vnc>

7. Online Instruction Cohorts update

- Help Desk Protocol and Hours:
 - **Mike reviewed previous years' call log for Blackboard and challenges.**
<https://www.dropbox.com/s/9k6jrc4otavr9ef/Help%20Desk%20Call%20Log%20Blackboard%202015.xlsx?dl=0>
 - **New hours/contact phone numbers for the Help Desk were discussed.**
 1. **A request from the committee was made to:**
 - a. **Check in at the end of the semester for review.**
 - b. **For Saturday/Sunday coverage of the Help Desk.**
 - **An announcement of new hours to be e-mailed to everyone at MJC.**
- Universal Blackboard Shells:
 - **Mike noted that acceptance of Universal Blackboard Shells has been confirmed and will be revisited next meeting.**

8. Shift to OEI Course Rubric (Mike)

- https://www.dropbox.com/s/2jnsrx51vbykg3z/OEI-OCDR_2015_FULL_FINAL.pdf?dl=0

9. Goals for 2015-2016

- **No Report**

10. Senate Report (Eva, Leslie, Iris, Mary)

- **No Report**

11. College Council

- Mike reported on the Respiratory Care Bachelor Degree – hybrid/online

12. Items for next agenda

- Mike noted any request for the next agenda should be e-mail to smedshammerm@yosemite.edu

Meeting adjourned at 2:59