



Online Education Committee Minutes
October 9, 2019
Library Basement, Room 10
1:00 p.m. - 3:00 p.m.

Present: Paul Brogan, Ashli Bumgardner, Iris Carroll, Cheryl Chavez, Amy Duffy, Rebecca Ganes, Josh Hash, Linda Kropp, Claudia Mery, Steven Miller, Shirley Miranda-Brenes, Kurt Olson, Theresa Rojas, Joshua Sigman, Mary Silva, Mike Smedshammer (Co-Chair),

Absent: Jenni Abbott, Tina Akers-Porter, Patrick Bettencourt (Co-Chair), Jacquelyn Forte, Cynthia Robles (ASMJC Representative), Ryan Guy, Joseph Macklin, Laura Maki

Recorder: Colleen Lemburg

I. Welcome and Agenda Approval:

Mike Smedshammer called the meeting to order at 1:00 pm. The Agenda was approved.

II. Minutes Approval: Minutes of September 11, 2019, were approved.

III. Old Business: Review of Action Items from Previous Meeting

1. Mike Smedshammer did fix Theresa Roja's name on the website.
2. Mike Smedshammer did submit Senate Representatives to Kathy Haskin for Senate approval.

Action Item #1:

3. Ashli Bumgardner contacted Amy Yribarren to advertise to students for Pirate's Care. Mike will work with Amy to create a banner (announcement) in Canvas.
4. Mike Smedshammer did connect with Sheri Lima regarding NetTutor. NetTutor gives one report but lists all students who have done tutoring. Sheri could pull these students out (labor intensive). Becky Gaines added that students can submit this information to their instructors for clarification.

Action Item #2:

5. Mike Smedshammer has added Steve Miller and Theresa Rojas to the subcommittee regarding final exams. It was suggested that perhaps we offer guidelines; but not prescriptives.
6. Proctorio: Mike Smedshammer has been communicating with some instructors. Tina Akers Porter is making good progress in researching this. Mike will use the online instruction cohort, giving them the opportunity to try Proctorio and get/give feedback.
7. Michael Smedshammer has spoken to Joshua Sigman regarding the integration between Starfish and Canvas and that grades can be pulled and an early alert sent to the instructors. This, however, is not working at this time.

Action Item #3:

- Josh Hash was asked to investigate further and bring it back to the group when there is something more to report. Joshua will check on this.
Josh Hash reported that there is a Java error in Starfish and they are working on this (IT).

IV. New Business

1. Engaging All Voices: A document on how decisions get made at MJC. It is an agreement between the Senate, the committees, the President, the Board, etc. President Houpis has said he wants to take a look at this again and has requested those who represent areas, to ask their groups to have a representative on this committee. Mike Smedshammer asked for a volunteer from OEC; Iris Carroll accepted.

V. Reports

1. Dean's Report (Patrick Bettencourt): Patrick was out ill; he did report that there was nothing to update.
2. DE Coordinator Report (Mike Smedshammer): Over the summer, many of us went to the OTC teaching conference. Mike did a presentation at this conference, and reported that the conference was very productive and good.

Mike reported some things that came out of this conference:

- In Canvas, the rich text editor will be revised (this is in the future).
- California will not allow travel to Tennessee, the site of this year's InstructureCon.
- POCR did two pilot groups (10 in each). Mike thinks it went well and is currently working with OEI to have an agreement on how to do an online course review in the future. He reminded us that grants are not forever. Getting the courses aligned is very expensive. OEI's solution is to have the colleges do all of this. We train our own faculty and get the course up to standard including Section D, accessibility, fully aligned). Mike is trying to negotiate to meet somewhere in the middle—we do some, they do some. We do the POCR training and the OEI will do the lead reviewing.
- Rob Stevenson is working on getting the Art 102 / Computer Graphics 102 re-approved as activities courses, perhaps by 2020 spring. This would help re-open fully online degree pathways.
- Mike suggested that the landing page for the Online Education should be The Online Student Resources page.
- Mike mentioned that Nita Gopal was the Online Instructor of the year (awarded at Institute Day) and her video is online at the Online Education web page.
- Mike reported that he is currently offering the online instruction training course in Canvas to nine participants.

Action Item #4:

3. Help Desk Report (Cheryl Chavez): Things are going well. Cheryl has responded to 170 calls, 27 chats, 90 emails, as of 9/12/2019.
4. Instructional Designer Report (Ashli Bumgardner): Ashli has been working with Shirley Miranda-Brenes and Iris Carroll. Ashli would like feedback to implement changes to the Start Here module.
 - What points do you want added?
 - Would like links to be accessible.
 - Bringing everything up-to-date.
 - Links are meaningful.

Ashli will provide an overview of what has been changed. Every course gets the Start Here module and the instructors will change these to meet their needs. Ashli states that the Start Here module will be including information on Student Support Services. Ashli will make the improvements. This won't happen until summer, 2020. Some of the main changes are in the Student Support areas.

Mike added that the Start Here module is optional.

5. District IT Report (Josh Hash/Joe Macklin):
 - Josh reported that Joe is looking into Starfish and Canvas integrating with Merced City College. He will have more information by next month. Grades from Canvas go into Pirate's Net. Brian DeMoss (MCC) wrote a program that will do this and he is willing to share with MJC.
 - Elucian is doing customized apps—we are working on these; hopefully they will be available for testing in a few weeks. Elucian was allowed to come in for a week and work with the IT people (per Jenni Abbott) and put all of it into the correct format. By the end of the week they had customized codes for apps.

- Service Management/Self-aid tools/Sysaid—rebranding the IT help desk.
 - OEI-- Finish Faster online initiative. Technically, on course. The exchange has had complications, but they are trying to automate and streamline.
6. Campus Technology Committee Report (Jenni Abbott, Josh Hash, Mike Leamy, Mike Smedshammer): Jenni and Mike Leamy are now co-chairs of the Campus Technology Committee. This oversees campus technology.
 7. Disability Services Report (Claudia Mery):
 8. ASMJC Report (Cynthia Robles): No Report.
 9. College Council Report (Patrick Bettencourt/Mike Smedshammer): Mike spoke briefly about the budget shortfall. Mike reported that Susan Yeager (Vice Chancellor of Fiscal Services) came and spoke at the College Counsel Meeting. From her point of view, the keeps moving the goal posts.

It was asked if the district could provide open forums to explain the budget as it had been done in the past.

10. ZTC/OER (Shirley Miranda-Brenes): The first cohort of faculty have gone through training (total - 10). The enrollment doubled for the next session. Three or four of these instructors are committed to offering this in their spring classes. Shirley has also received information from other colleges as to how they are using ZTC.

11. Division Reports:

- i. Agriculture and Environmental Sciences: No Report
- ii. Allied Health, Family & Consumer Sciences (Amy Duffy): Respiratory Care has expanded to offer a bachelor's degree. Several courses are offered online with face-to-face labs.
- iii. Arts, Humanities, and Communications (Ryan Guy) No Report
- iv. BBSS (Becky Ganes, Linda Kropp, Steve Miller, Kurt Olson) Linda reported hiring new faculty. Bobby Hutchison is now teaching sociology. Becky Ganes reported that she will be retiring. Kurt brought up 3C Media (3C is for California Community Colleges) saying it was great for video captioning. Ashli Bumgardner has made herself available to assist anyone wanting to use 3C Media (must use video without closed captions), this is just for the instructor created material in fully online classes. Mike Smedshammer commented that captioning in Zoom is excellent for auto captions, but auto-captions can't be edited in FlipGrid.
- v. Student Services / Counseling (Mary Silva) No Report.
- vi. LLA & Library (Iris Carroll/Theresa Rojas): NetTutor allows students to submit a paper or receive live tutoring sessions. NetTutor discussion took place asking for a reminder to students, as well as faculty. Mike Smedshammer will post a reminder in Canvas about this service.

Action Item #5:

1. Also suggested, to create a library shell for NetTutor to assist walk-in students. Library staff can give assistance to the students.
- vii. PRHE (Paul Brogan): They have added a couple of courses, Recreation and Leadership and Introduction to Recreation. The Introduction to Recreation should be ready to offer by Spring 2020.
 - viii. SME (Tina Akers-Porter/Laura Maki): No Report.
 - ix. Technical Education): No Report

VI. Three Take-A-Ways from this meeting:

1. Show division faculty NetTutor.
2. Ask divisions for feedback information, general guidelines, thoughts on final exams.
3. Asking faculty for input on "Start Your Module" (Ashli Bumgardner).

VII. Next Meeting Date & Adjournment

The next meeting will be Wednesday, November 13, 2019.

Meeting was adjourned at 3 pm.