



Online Education Committee Minutes  
March 13, 2019  
Library Basement, Room 10  
1:00 p.m. - 3:00 p.m.

**Present:** J. Abbott, P. Bettencourt (Co-Chair), A. Bumgardner, C. Chavez, A. Duffy, R. Ganes , R. Guy, L. Kropp, C. Mery, S. Miller, K. Olson, S. Porter, J. Sigman, M. Silva, M. Smedshammer (Co-Chair),

**Absent:** P. Brogan, I. Carroll, J. Forte, J. Macklin, L. Maki, V. Pereyda-Maya T. Akers-Porter, T. Rojas, J. Zellet

**Guests:** None

**Recorder:** A. Bumgardner and C. Chavez

- I. **Welcome and Agenda Approval:** M. Smedshammer called the meeting to order at 1:00 pm. Agenda was approved by consensus.
- II. **Minutes Approved:** Minutes of February 13, 2019 were approved.
- III. **Old Business: Review of Action Items from Previous Meeting**
  - a. **Jenni ACCJC visit Update:** The ACCJC visit will be Friday, March 28 from 8:30 a.m.-12:00. There will be 2 members of the ACCJC team. The Chair will be at the district office. Dr. Kevin Bontenbal (librarian) will be doing the DE review. ACCJC asked to interview a few folks. The ACCJC Team wants to interview C. Martin, J. Sahlman and 2 other instructors. They also want to interview Mike, Patrick, Jennifer, and Jenni. That's all that they have recommended. They want to see members of the OEC. The plan is to set a time when as many members as possible are available to meet. The meeting may be done in Morris A or CAT. Jenni hasn't scheduled any meetings yet. The meetings would be between 8:30 and 11:30. It would be just the three groups. Jenni estimates that the meetings plan to take anywhere from 30-45 minute. ACCJC Steven Reynolds and Chancellor Dr. Stephanie Droker will be here on the visit. We will be meeting with Kevin. They almost have a final draft that will be given to Steve. The process of selecting courses was a randomized sample. The plan is to take 15 courses or 10% of all online courses and review those. We sent our report out to ACCJC. The process of choosing the courses was documented. Jenni took both researchers Amanda Cannon and Julie Hughes. They went through a random number generator. 1-317 and removed fall hybrid courses. They took the 15 and found the line that corresponded to the number. There is a higher representation from BBSS. It was 100% random. We want to see median of what we offer as Online Ed. They are looking at our courses to see if we are training people, and to see if people taking the training. Mike suggests that we share this ACCJC visit information out to the divisions. MJC President will get a report about a month later after the visit that will be made public in June.

**ACTION ITEM:** Jenni will send out a Doodle Poll to find out when most OEC members are available during the ACCJC visit.

- b. **Vanessa will show ASMJC Senate and students how to search for zero cost classes in class search.** No report as Vanessa was absent.
- c. **Mike will work with NetTutor to change default so NetTutor appears in all courses.** Mike states that this has been done. Faculty can still remove it from the course navigation menu if they prefer. Mike states that NetTutor has been a raging success. Stan has put an announcement in his class about using NetTutor and asked for student feedback. Kurt asked about how NetTutor logs hours. He's asking how much to push this service. Patrick is discouraging it as it's not free. We were initially given 500 hours. Funds have been reallocated. Soon it will be open to use naturally to get a baseline. Patrick mentioned AB705 and that tutoring will be doubled. Mike mentions that NetTutor is expanding the offerings for students, not diminishing the current offerings.

**ACTION ITEM:** Mike will follow up with Sheri Lima for instructor reports from NetTutor.

- d. **ACTION ITEM: Kurt will attend ASMJC meeting to discuss student impressions of Canvas student experience.** Kurt made an appointment with ASMJC. He contacted his dept. using their department shell. He asked sociology teachers if they had any questions. He has a group of questions. He's weeding through the list. Will record them and transcribe. One question in particular is how many use their phone for their online courses. The talk is inspired by their experience. It was an open dialog talking about their online experience. During the conversation Mike mentioned that it would be a good idea to have an OE shell.

## II. **New Business**

- a. **Title V DE Changes—see addendum below**  
Joanna Miller from the Distance Education Coordinators Organization (DECO) provided an update to Title V. There's updates of what defines an online class. First one says course must be ADA compliant and section 508 of the Rehabilitation Act of 1973. We will be revising our curriculum DE addendum to make sure this is in place. There was discussion on what the next steps will be. The CACC course was recommended by Amy Duffy. Kurt mentions video captioning needs. Zoom was recommended in regards to auto-captions as an alternative. Rules say that REC should be adding among students and instructor and students. Another area is separate course approval. This goes into effect on Sunday.

An ad-hoc committee will require one meeting in Library Basement 10 between now and Apr. 10. Mike will be part of it. Another piece is the REC Senate addendum. Goal is to seek recommendations on how to proceed. ADA and REC to include student to student contact. S. Miller, A. Duffy, R. Guy, S. Porter, L. Kropp as well as C. Mery will be part of this committee.

**ACTION ITEM:** Mike will send a meeting request for those that volunteered for the ad-hoc committee.

While looking at the document on the projector, Claudia mentioned how some documents are inaccessible with speckles, such as the one on the screen. Linda recommended Nancy Backlund's group offering to type up papers for them. Claudia says it's a matter of timing, as some items are needed with a quick turnaround time.

- b. Roster in NameCoach—A question posed to the committee is whether the NameCoach roster should be visible to students or not. Steve Miller described how NameCoach works and what it does. He mentioned how it's helpful for face to face classes as well as online courses. We've been told that we have 4,000 recordings made from us. There have been 4,500 listenings. NameCoach is on the course navigation menu. Mike's question is that should only teacher see and hear the roster? NameCoach can also allow to hear and see the names of all. Joshua thinks it's responsible to allow students to see other people's names. During student training NameCoach is mentioned. There was lively discussion about whether they should follow Columbia's lead and enable the feature for students. We'll likely enable it due to the positive feedback.

**ACTION ITEM:** Mike will check if student emails appear at the top where their name is in NameCoach. A statement needs to be created informing students that the NameCoach recording will be shared with everyone in the course.

- c. Online Final Exam Dates  
This will be brought up at April's meeting to provide recommendation. When should a final exam be given in an online course? As a committee we recommend sharing the question with their departments and report back. It's simply a recommendation. If it fits well it may go through Senate.

**ACTION ITEM:** All area reps check with your departments on the question of when to offer the final exam for fully online classes.

## Reports

- a. Dean's Report (Patrick):  
Last Friday there was a face to face OEI meeting. One piece mentioned is the course exchange. Patrick found that our college isn't on the list. Ashli was tasked at ensuring MJC is on the list. The second piece is the OEI grant up to \$500,000. The letter of interest due Friday. In May, the application is due. From student perspective, we don't do enough to show online presence. What wraparound services do we have? The funding would allow some marketing, curriculum development for onramps to Pathways, accessibility, online health services, online tutoring. With the other half of the grant he's picturing the Center for Teaching and Learning. He heard the idea from Pathways. The PDCC was receptive. With general information it will allow us some more time to work on it. We're going to submit letter of interest.
- b. DE Coordinator Report (Mike)

- POCR update: The first POCR cohort will be beginning in April. Mike has been working with Tracy Schaelen on the POCR class. Mike states that there's a lot of solid video. We will be looking at Chad Redwing's course. This will be a 3 week class, with one Friday f2f meeting.
- Mike provided an update on the REC meeting at Skewers. He stated that there were about 25 people. It was a friendly, positive group. A question that came out of the debriefing is whether assignments count as REC. From the discussion it depends on the assignment. If there's some instructor presence, such as a video introduction, that can count. In the REC course, once in a while the person wants to share an assignment.
- The fall REC cohort is done and it had 19 people.
- The spring Online Instruction Cohort Training has 11 people.
- Mike has been working on another grant. This is from State of CA to improve equity in courses with Michelle Pacansky Brock from the OEI/@ONE, Xi Du from UC Irvine, and Kim Vincent-Layton from Humboldt State. There are nine grants with 25-27 applicants.
- Mike's teaching a World Lit f2f course. He states that students are able to take the reading quizzes on their phones.
- Mike states that the Friday series of workshops are happening. We have two more Fridays with the spring series. These workshops are enhanced with Zoom. Hal Plotkin will be here to talk about Open Educational Resources.
- Mike stated that Gretchen Lewenhagen. and Chris Briggs are working with Shirley on OER.

c. Help Desk (Cheryl)

- Since February 13, Cheryl has received (faculty and students):
  1. 71 calls
  2. 67 emails
  3. 3 canvas chat sessions
- Looking forward to the POCR training that will be starting up soon.

d. Instructional Designer Report (Ashli)

- Mentioned Hal Plotkin visit. She's waiting for the flyers to be distributed hopefully by the end of the week.
- Roving office hours are still happening. The next one is tomorrow (3/14) in CAT.
- She's working on a couple different projects. One is Portfolio for Ag. Another is a computer science shell.

e. District IT Update (Joe Macklin) –

Absent, but Mike reported the Add card situation requires Patrick to contact Joe Macklin again.

f. Campus Technology Committee (Joshua, Cheryl, Jenni)

- Best news there is about half million dollars will be used to refresh computers for faculty. They will backfill some positions and refresh office computers.
- g. Disability Services (Claudia)
- Grant will be used to update Naturally Speaking. There is one instructor for students that needs formatting. Kurzweil is the program.
- h. ASMJC Report
- No report.
- i. Division Reports
- Agriculture and Environmental Sciences: not present
  - Allied Health, Family & Consumer Sciences: not present
  - Arts, Humanities, and Communication: No report.
  - BBSS:
    1. Steve mentioned seeking update on proctoring. One instructor would feel better if she had proctoring available. That would be a hybrid. The instructor would proctor the test.
  - LLA & Library: no report
  - PRHE: no report
  - SME: no report
  - Technical Education: no report
- III. Three Take-A-Ways from This Meeting
- a. Title V changes
  - b. March 28<sup>th</sup> visit Accreditation revisit
  - c. Hal Plotkin visit
- IV. Next Meeting Date (April 10, 2019) & Adjournment, 3:00 p.m.