



Online Education Committee Minutes  
April 8, 2020  
In Zoom  
1:00 p.m. - 3:00 p.m.

**Present:** Tina Akers-Porter, Patrick Bettencourt (Co-Chair), Chris Briggs, Paul Brogan, Ashli Bumgardner, Iris Carroll, Cheryl Chavez, Amy Duffy, Rebecca Ganes, Ryan Guy, Josh Hash, Linda Kropp, Joe Macklin, Laura Maki, Claudia Mery, Steven Miller, Shirley Miranda Brenes, Elida Miranda-Zaragoza, Theresa Rojas, Joshua Sigman, Mary Silva, Michael Smedshammer (Co-Chair)

**Absent:** Jenni Abbott, Jacqueline Forte, Kurt Olson, Stan Porter, Cynthia Robles (ASMJC Rep)

**Guests:** None

**Recorder:** Cheryl Chavez

I. **Welcome and Agenda Approval**

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

II. **Group Check-In**

Committee members took turns to share how things are going in their department in regards to the Covid crisis and moving entirely online. Generally things are going well so far.

III. **Minutes Approval**

Minutes from March 11, 2020 were approved.

IV. **Old Business-Review of Action Items from Previous Meeting**

1. Mike will follow up with the ad-hoc committee via Zoom to continue discussion of Online Final Exam Guidelines.

It was a strategic decision to let it go.

2. Joshua and Mike will experiment with the Starfish Canvas integration.

They experimented with Starfish, and it is cool. Recently informed that Starfish will no longer be funded through the Chancellor's Office. We should hear more in the fall.

**ACTION ITEM:** Joshua will talk with Florida about financing the Starfish integration.

3. Ashli, Elida, and Joshua will move the Online Readiness quiz to the Student Support Hub and will see how this works.

It was reported that the Student Support Hub has been published recently. The Online Readiness Quiz will take more thought on how to make it public/private

in Canvas. Elida mentioned that it would be helpful to have a guide for those that will be starting at MJC, especially during this time of remote instruction. Elida mentioned that they will have a Virtual New Student Day, and they plan to have videos on how to access Canvas.

V. **New Business**

Currently, there is no new business.

VI. **Reports**

**1. Dean's Report (Patrick)**

Patrick said a highlight of last week was the opportunity to listen in on the Student Town Hall. It gave us the chance to hear from students. There were students that had experienced challenges attending course sessions online when they have changed from their original class times, as it would conflict with another course.

We may be hearing about Emergency accommodations from the curriculum committee. It's suggested to look at all courses and see if it can reasonably be a hybrid. If not, we can use the emergency procedure. This would be done each semester. Tina mentioned a concern about the DE addendum. Faculty would need to consider which courses make sense in an online modality.

Finally, Laura Maki has been helpful being the point person for lab work. She can likely report about Labster.

Laura mentioned that Labster is free to use. They are exploring other pieces, so maybe int can be used in General Ed courses.

**2. DE Coordinator Report (Mike)**

- Mike has reported that the transition to fully online because of Covid-19 has been intense and exhilarating. An 8-week early summer online instruction cohort began on Monday. There will be a cohort of 80 in the summer for the faculty that will be ready with their courses online in the fall. Steve Miller and Nita Gopal will help co-facilitate these trainings.
- The spring online instruction cohort just finished. They are fully certified.

Laura noted the use of Proctorio and the integrity of exams. She received input from Ryan on how to do exam differently. She thinks we can likely use it in the summer. It's working in the interim.

### **3. Help Desk (Cheryl)**

Upon transitioning to remote instruction,

We held 18 ConferZoom and Canvas student trainings, with 4 led by Nita Gopal. Occasionally, Cheryl has been supporting students over the phone and via Zoom with their Zoom technical questions.

Cheryl received several calls and emails from faculty and students. She also responded to about 30 chat sessions. Her numbers have increased from this time last year.

Canvas has experienced a handful of issues over the last month where some users have experienced page errors when accessing Canvas. As usual, Canvas has been quite responsive with resolving these matters quickly.

### **4. Instructional Designer Report (Ashli)**

At the early stages of Remote Instruction, Mike and Ashli led faculty trainings. It transitioned to Online Office Hours. Shirley Miranda Brenes, Don Carlisle and Thaddeus Martin have been assisting with the office hours for the third week now. Now transitioning to working with faculty 1-1. Created videos, updated the website, and continues being a support person. Requesting to refer people to Ashli if in need of Canvas design.

### **5. District IT Update (Josh Hash or Joe Macklin)**

Josh states the transition to remote has been a heavy lift for IT. They have been getting softphones out, which has been working effectively. Something new is that IT is starting a monthly update memo with goals and accomplishments. IT is currently working on removing items out of MediaShare and will be sending out links to the videos to the owners and how to upload them into 3C Media.

### **6. Campus Technology Committee (Joshua, Mike, Jenni)**

No report.

### **7. Disability Services (Claudia)**

Claudia just wanted to share that instructors recently have been asking how they can extend their exams, and she's been providing them with instructions on how to do so. She's also been receiving Alternate Media requests. She's working with students that are in a panic, but they are doing okay. Mentioned it would be helpful to provide handouts on how to extend time on exams and have a link about it in Canvas.

**8. ASMJC Report (Cynthia)**

No report.

**9. College Council (Patrick and Mike)**

They moved to Zoom, and continued business as usual. Chad Redwing (Academic Senate President) will be organizing various reading groups over the summer.

**10. OER/ZTC Report (Shirley)**

She will be giving a report to Academic Senate to reply to the ZTC plan. There's a recent ZTC website update that indicates we've saved students over \$500,000 in textbooks. She states that we will continue to do this type of work.

**11. Division Concerns**

In place of these reports, time was spent at the start of the meeting for a group check-in.

- i. Agriculture and Environmental Sciences
- ii. Allied Health, Family & Consumer Sciences (Amy)
- iii. Arts, Humanities, and Communications (Ryan)
- iv. BBSS (Kurt, Linda, Becky, Steve)
- v. Student Services / Counseling (Mary)
- vi. LLA & Library (Theresa, Iris)
- vii. PRHE (Paul)
- viii. SME (Laura, Tina)
- ix. Technical Education

**VII. Three Take-A-Ways from This Meeting**

1. The abrupt transition to online can be painful for students. We need to practice "Relentless Flexibility." This should be our motto through the pandemic.

2. Consider the DE addendum.
3. Faculty and students have risen to challenge for 2/3 of our courses that have transitioned online.

VIII. **Next Meeting Date: September 9, 2020**

Meeting Adjourned at 3:00 pm.

DRAFT