

## Distance Education Committee

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Minutes

Friday, September 22, 2017, 10:00 AM

Members Present: *Ray Latham, Maria Albert, Jeremy Mumford, Nate Devine, Rochelle Grise, Annette Haugen, Debi Morimoto, Mark Doiel, Gina Vang, Tom Canepa, Joey Merritt, Dr. Nancy Golz*

Others Present: *Susie Williamson, Carl Estrella, Carmen Moreno (recorder)*

- I. Approval of Minutes
  - a. Information about WASC discussion was added prior to meeting
  - b. Minutes approved
- II. Distance Education Handbook – Nancy
  - a. Posted online @ <http://www.mccd.edu/faculty-staff/online-classes/handbook.html>
  - b. Will email out to all faculty
  - c. Faculty approved to teach online
    - i. Based on the AP1045 document, which went through IMPC, and will go on to the College council, then the board – instructors who have taught 2+ semesters online are approved to continue to teaching online.
      1. Instructors may also qualify through training (@ONE) or education.
        - a. Enroll in the @ONE course via <http://www.onefortraining.org/>
        2. Certification form is available on website @ [http://www.mccd.edu/faculty-staff/online-classes/downloads/DE\\_InstructorForm.pdf](http://www.mccd.edu/faculty-staff/online-classes/downloads/DE_InstructorForm.pdf)
      - ii. Current lists of approved faculty are on website and are being reviewed and edited by Deans, updates will be posted shortly
- III. Peer Online Course Review – Jon (Nancy spoke about this, as Jon was not at meeting)

- a. A committee for reviewing online courses, made up of faculty peers. DE Committee agreed that this was a good idea, and would like to go ahead and move forward with it.
- IV. DE Coordinator's meeting – Ray
- a. AB637 is on the governor's desk for signing; will enable colleges to accept residency without delay
  - b. Governor asked for an online campus – a completely online program
    - i. FLOW – Flex Learning Options for Workers, exploring Californians who aren't currently served by DE, trying to find useful credentials to make people more employable.
    - ii. Uses Course Design Rubric, aligning with OEI, Openstax resources (free online textbooks, available to use for DE). Find Course Design Rubric and Openstax resources here: <http://www.mccd.edu/faculty-staff/online-classes/resources.html>
- V. Technology Committee – Jon (Tom spoke about this, Jon was not at meeting)
- a. Currently figuring out the mission of the Tech Committee & how to make it more effective and productive.
  - b. Replacing CurricuNet with eLumen and DigiArt – Ray suggested the Tech Committee give some feedback on this
    - i. Tom explained that eLumen provides a platform for doing SLO's – tracks how content meets SLO, and how students did, and takes it further with assessment data and analytics.
- VI. The "Tom Canepa Report" – Tom
- a. Canvas is fully up and running, set up for complete transition
    - i. In the Spring, all course sections will automatically populate in Canvas. If faculty wish to switch at this point, they simply have to publish the course, then the Blackboard course will be disabled (not deleted).
    - ii. All faculty have a Canvas account and two sandboxes.
    - iii. Classes are searchable by section now – added more detail to long name

- b. Portfolium, a free ePortfolio tool, now installed for faculty and students – click link within Blackboard or Canvas course to instantly create an account.
- c. Smart Thinking tool is available – add it on to a module as an external tool.

VII. Additional Items

- a. Issue with dropped students still having access to class – email Tom if they are being dropped. They may still have access if dropped over weekend, won't update until Monday.
- b. Approval process for a DE Course: any way to speed this up? – Debi
  - i. They did approve an expedited process at the last Curriculum meeting, it is now only one semester, rather than a year.
- c. Communication/feedback – Ray
  - i. Ray thanked everyone for their comments and feedback regarding two new DE courses. Keep the feedback coming, your comments are important, they add depth and perspective.
- d. Canvas Course “Show & Tell”
  - i. Another meeting for faculty will be scheduled for October, for feedback on Canvas, sharing what's being done in the online classroom, questions, issues, etc.
- e. Calendar invites for DE Committee Meetings – Gina requested they all be sent out now, for scheduling purposes. Carmen will schedule and send Outlook invites next week.
- f. DE committee/Tech and Education
  - i. Tom discussed the need for a place to discuss LMS and tech issues that affect the entire campus. Is the DE Committee the right place? There is currently no other committee that serves this purpose. At this point, DE Committee doubles as the LMS Committee.