

**District Online Committee - Minutes**

**Wednesday, February 13, 2019 ~ 1:00-3:00 p.m. ~ CETL - Doyle Library (3<sup>rd</sup> Floor)**



Agenda Items	Activities and Outcome
<b>Members:</b>	<p>Lisa Beach (Director DE, co-chair) (A**) Jacqueline McGhee (F)                      Alicia Virtue (Dean, LRET) (A*) Michael McKeever (Computer Studies) (F)                      Anna Valdez (A) Mike Roth (IC) (Ex Officio)                      Amanda Greene (Counseling) (F) Erin Sullivan (Faculty, Behavioral Science) (FAFA)                      Alice Hampton (Child Development)(F**) <b>Leena Her (Work Experience)(F)</b>                      Jessica Harris (Library) (F) Andrea Thomas (KAD)(F)                      Jurgen Kremer (Behavioral Science)(F) Anna Valdez (Assoc Dean, Health Sciences)(A)  <b>Michelle Vidaurri (Dir, Student Success)(Ex) Sarah Whyllly (DE)</b>                      Debbie Gonnella (C) Kaitlin Wood (Student Success Specialist) (C)</p>
<b>Welcome and Approve Meeting Minutes:</b>	<p>Approve December 12 meeting minutes (available on committee page)                      Minutes were approved.</p>
<b>Announcements:</b>	<p>Michael reported he is doing a Zoom training for PDA</p>
<b>Distance Ed and state updates: [Lisa]</b>	<p>Lisa shared a PowerPoint presentation for the DE update. Highlights:                      *New survey on devices students are using from Oregon State. 98% said they use their smartphone because it is most convenient.                      *Negotiated Rulemaking changes being made at Department of Ed. Some are related to Distance Ed. Just being logged in to online class would not count for the “Clock Hour”. Not clear how it would be determined that student is active when logged in.</p> <p>Statewide news: Three colleges live piloting the course exchange. Jay Field is rebooting the effort. 56 colleges have signed MOU to be part eventually. New cohort being called an equity based cohort. May be related to grant funding.                      OEI reports 57 online ADTs. Not clearly defined and may contain some face to face classes. Up to the Individual colleges to define what it means at this point.                      New CEO of online college Heather Hiles. No education background.                      New dean of DE in Chancellor’s office.                      Details about new \$35 million grant will be out soon.                      @one has a bunch of new stuff on website. Digital Learning day coming 2/28.</p>

	<p>Lisa has been presenting to college governance groups recently about the course exchange. Online teaching conference is coming up April 14<sup>th</sup>. InstructureCon Canvas conference coming up July 9-11 in Long Beach.</p>
<p><b>Change in format of official Canvas course titles</b></p>	<p>Correcting Canvas mismatches with SIS takes DE system administrator time. Difficult to automate changes since the title of the course contains the instructors' name. If the instructor name were not there it would be possible to automate the update process. Michael suggested it may be helpful to include a link to the course catalogue instead of the instructor name. Lisa asked the group for best way to move forward if change to remove instructor name is approved. Discussion indicated she should proceed with the change.</p>
<p><b>SWOT analysis: review notes from last meeting and add information as needed</b></p>	<p>General consensus was not to send out SWOT in advance of the Town Hall. Alice suggested that SWOT info could be consolidated and grouped in categories. Michael pointed out that percent of online classes varies greatly by department. Lisa indicated this is generally true of all colleges. Data by discipline is not currently available. Courses on the exchange should generally all be the same cost for tuition. Fees may vary. Alice will re-send SWOT results with some summarization and additional data to the committee.</p>
<p><b>Town hall update</b></p>	<p>E-mail had been sent out AA VP, AS president and Dr. Chong to explain the topics for the meeting. Date is March 8. OEI rep. will be present to respond to questions. Lisa asked the question of how big an event we should expect this to be. Previous similar meeting had about 50 participants. This will depend on if students are invited. Alicia suggests we be prepared for a large group just in case. Possibly in Newman to make sure there is enough room. If in Newman can invite students as well. How do we represent the "faculty" perspective? Michael: Faculty don't really have a set perspective at this point. There is skepticism but not enough information yet. This would be an information sharing event. Suggestions to try to include both Academic Senate and AFA as representatives on panel. Alicia suggested that it might work better to not have them on the formal panel but find ways to make space for questions. Alice suggested maybe people could send questions in advance. Also providing a way to submit questions anonymously. Suggestion to send out FAQ's prior to the meeting.</p>
<p><b>SRJC course numbering and implications for joining course exchange [Michael]</b></p>	<p>Currently need to find matching classes in CSU to number a class as transferrable. Finding that he is having to number courses 100 and above (not transferrable). He has found that other colleges are numbering them as transferrable. What is the criteria and how can we adjust to market our competing classes.</p>

<b>Adjournment</b>	
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**Committee Function [CF]:** 1) Promote the knowledge and understanding of Distance Education across the District. 2) Provide a forum for the discussion of and assisting with online issues related to curriculum development, faculty training, and faculty support. 3) Conduct regular assessment to determine online learning needs. 4) Develop and recommend District policy and procedures in the area of online learning. 5)

Maintain a set of best practice recommendations for online instruction. 6) Provide input on the Online Learning website. 7) Provide advice as requested on matters related to online instruction. 8) Consult with the Educational Planning & Coordinating Council (EPCC) on matters related to online instruction.

<b>Meeting Dates &amp; (Note Takers):</b>	9/12/18: Leena Her 10/10/18: Liz du Plessis 11/14/18: Mike Roth (Alicia Virtue) 12/12/18: Andrea Thomas	2/13/19: Anna Valdez 3/13/19: Debbie Gonnella 4/10/19: Jessica Harris 5/8/19: Mike Roth?
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