

Distance Education Committee Meeting Minutes
February 5, 2013
3:00 PM – 4:30 PM
LRC 114

Attendees:

- Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development
- Eileen Crump, Title V Cooperative Grant
- Erica Tartt, Instructional Designer
- Rebecca Chandler, Instructional Technologist (call in)
- Corrina McCoy, Political Science
- Tania DeClerk, Spanish
- Andrea Horigan, Sociology
- Andrea Adlman, Math
- Sandra Kinghorn, Business
- Eric Martinsen, English
- Sharon Beynon, English

Documents received:

Agenda

List of online class offered at Ventura College

Group:

- Andrea will revise Distance Education Tip Sheet and discuss in next month's meeting
- DE Survey Questions
 1. What has your experience with D2L been? (maybe what capacity do you use D2L in, web-enhanced, online, hybrid) Scale from very positive to very negative
 2. What training do instructors need to better utilize D2L? (maybe list all the training we have offered and have them check what training they have attended)
 3. What suggestions do you have to improve DE at VC? (again, list all training that we offer, as a way to show what they are not using, then ask for additional suggestions)
 4. Would you like to be involved in a DE mentoring program?
 5. Would you be interested in collaborating on a DE class with a colleague in your discipline?
 6. Share thoughts on DE, what would you like to see?
 7. Would you participate in an online discussion board for Distance Education?
- Focus of Distance Education survey is to set new goals and see if we are meeting committee goals
- Create discussion board for Ventura College distance education instructors
- Create a master course shell any online instructor can use and drop their own contents into it
- It might be useful for committee to get a profile of average DE instructor

- Create a list of step-by-step instructions for distance education instructors to follow for creating and teaching a distance education class
- Create and post a list of what is expected from a student who takes a distance education class on the Distance Education website
- Erica reviewing the D2L Repository to determine if school needs to purchase it
- Erica is working with Pearson to learn MyMathLab platform to support math staff
- Pearson and D2L integration team are currently working together
- VC has permission from the state to give only 50% of their classes online
- 3 top transfer VC degrees: psychology, sociology, business
- Add Business 7B it is fully online, need to include in list
- VC is close to achieving IGETC
- Faculty quick link on portals videos “intelecom”
- Next meeting Tuesday, March 5 at 3 PM – 4:30 PM in LRC 114