

Distance Education Committee Meeting
Tuesday, March 6, 2012
Ventura College LRC 114
3:00 PM – 4:30 PM

Welcome and Introductions (Gwendolyn Lewis-Huddleston)

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean
- Erica Tartt, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump, Clerical II Title V Cooperative Grant
- Shelley Moore, Nursing
- Eric Mantinsen, English
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- Andrea Horigan, Sociology
- Ticey Hosley, Counseling

Documents received:

Agenda

Draft-Distance Education Committee

Fall 2011 Course Outcomes in Distance Education Classes

Ventura College Distance Education Handbook

Approval of Minutes: February 7, 2012 Meeting Minutes Approved

Welcome and Introductions (Group)

- Gwen shared draft plan for online certification training program
- The goal of distance education certification is to set basic guidelines and ensure student success
- Gwen will have a conference call with the state on new distance education rules and will share discussion with committee members in April meeting
- The accreditation team and the Title V Cooperation Grant requires that distance education classes should equal success rates of face-to-face classes
- Nationwide distance education classes are less successful than face-to-face classes
- Erica and Krista are creating a fully online distance education certification training class that resembles a distance education online class; instructors will build their own online class that they will be able to use
- Certification is required for every instructor who is already teaching online and those who have never taught online before
- Gwen is looking into compensating instructors who have been teaching distance education classes while they are taking the certification class
- Instructors must pass class with 80% or higher
- The goal is to have the certification training by the end of April or early May

- Andrea Horigan will be one of three volunteers to test the certification training class; then Krista and Erica will review and make grading adjustment if needed
- Certification training will be 30 hours maximum; instructors will be able to do some of the work from their home computer
- Goal is to offer the certification training in the summer; will launch in late June or early July
- Training will be offered every semester
- Training will be done in a group in a real classroom
- If instructor does not pass class, he/she cannot teach an online class
- All instructors who want to teach online will need to take the certification class before spring classes 2013
- If instructor does not pass, he/she should take a semester off before taking it again; recommended that instructor take some workshops for distance education
- District website for distance education instructions is out of date; recertification will help this for clarity
- Instructors who eventually want to teach online should begin by teaching a web advance class first
- Goal of certification class is to create assignments that help instructor create their own online class, which they will be able to use in their distance education class
- Training will be performance-based course, not exam-based
- Distance Education instructors should continue taking advance trainings on a regular basis
- Gwen's office will keep records of instructors who have taken online trainings
-
- and workshops
- First-time online instructor should only give one online class
- Distance Education instructors are limited to teaching only 3 online classes per semester; this is a district rule
- Instructors who receive a 90% or better on the certification training will be asked to be mentors
- All fully online classes have to be on the Desire2Learn platform
- Different distance education platforms require different trainings, so the distance education committee will be addressing their needs later
- Krista and Erica are creating a student self-assessment to help students determine whether or not they are qualified to take a distance education class
- The online Desire2Learn orientation should be available by fall 2012
- Ventura College cannot make orientation mandatory for students
- Distance Education Drop policy: students have until the middle of the first week of school or the third day to participate in class or they will be dropped; instructor may drop student by the third day of classes if the student has not logged on and participated in the online class; students must participate twice a week or they will be dropped from class
- Committee will develop a rubric to help determine what are good online discussion questions
- Gwen will bring samples of online guidelines for discussions
- Eight Ventura College online classes will not be online in the fall of 2012 because the success and retention rates for the classes were below 50% for the last 3 years

- Distance Education Dean will release success and retention rates to other deans, so they can pass it on to their instructors
- Instructors should begin teaching at first a web-enhanced class, then partially online class, and finally a fully online class
- Gwen will work on guidelines on what to do with instructors who have low success rates in their online classes
- It was suggested to look at instructor success rate in a brick-and-mortar class before they teach an online class
- Committee will review the rubric for software that Andrea created and will discuss in next meeting
- Next meeting will discuss what to do with classes that use other online platforms
- Bring guidelines for online discussion groups to next meeting