

**Distance Education Committee Meeting**  
**Tuesday, November 1, 2011**  
**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 Martinsen, English
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- Andrea Horigan, Sociology
- Ara Khanjian, Economics

**Documents received:**

Agenda

Memorandum with Disability Statement Goal

**Welcome and Introductions (Group)**

- OmniUpdate trainings scheduled for December 1 – If interested, let Krista know, and she will tell Victory to save a space for you.
- In December, there will be two days of training: Desire2Learn Course Set Up on December 15, and Choosing the Right Tools for Class/Desire2Learn Users on December 16. Erica will do the first part of the course, which deals with instructional design. Krista will give the second part of the training course, which teaches how to use the Desire2Learn tools.
- Switching to new version D2L 9.4 over the holiday break this will help those who are new to the program. Instructors will be able to learn it before spring semester
- Erica and Krista have completed their spring training schedule.
- Current training courses are posted on VCCCD website, not D2L website.
- Already have 10 people for the returning users training.
- The D2L new version is similar to old version, but with moderate changes. It is not like learning a new program. There will be an upgrade announcement on VCCCD portal.
- Since there currently is no easy way to access all D2L instructors users, it may be beneficial to create a group email to give updates on what our Distance Education Committee is doing.
- Update the webmail within D2L
- Global news items on the portal are district-wide, which can cause confusion in different campuses if the news items are campus specific. There is currently no way to make Ventura College news specific to college

- Committee needs to determine what Distance Education Committee information is shared with the entire campus, because the committee does not want to overwhelm people with information.
- Meeting minutes will be posted on website
- Memorandum with Disability Statement Goal was submitted for committee review, committee should include goal related to disabilities because there are state and federal laws that apply specifically to Distance Education and disabilities.
- Include students of all abilities instead of singling out students with disabilities. Memorandum should state that the Distance Education Committee supports accessibility and usability for all Ventura College students.
- Statement will be revised to include all students and to address universal instructional design. Recommendations will be solicited. Also, need to state compliance with the law, but because college is not an enforcement agency, it cannot put legal verbiage in the statement.
- Concerns raised about using the phrase “Universal Design,” and whether or not it is widely understood.
- The Faculty Resource Center is being opened on November 8, and Krista and Erica will be moving in.
- Erica’s old position is on hold from the district and will probably not be filled because of budget cuts. Since the position cannot be filled, the college is looking into hiring a seasonal support person. Discussions regarding position are in progress, and any suggestions from committee members are welcome.
- The district has 19.3 % of our college budget in reserves, and the state requires only 5%.
- Administrative assistant Tina Arredondo for Math and Science Department is retiring in December, and her position will not be replaced.
- Gwen will discuss with Ramiro hiring a 40% position.
- The district considers part-time as 19 hours a week with no benefit, 20 hours is not consider part-time and includes benefits.
- Welcome pages on the Distance Learning website can filter some questions.
- A provisional hire, training instructors, and student workers can help keep issues from filtering up to Erica and Krista.
- The Distance Education website will include a FAQ.
- Faculty can no longer impersonate students to help them troubleshoot online class; this was changed due to Family Educational Rights and Privacy Act (FERPA). FERPA is against instructors impersonating students because instructors can see students grades and other courses, and they can do anything the student could do.
- Every online instructor has a test student they can impersonate and practice with.
- Send Krista questions for the FAQ section. Will have a page for instructors and another page for students because they have different needs.
- When online students who are logged into a specific online class click the email button, they only see emails sent to the whole class by the instructor, and they don’t see emails send to only them directly. Students need to hit My Home to see all their emails. When a student is in five different classes and he is emailing instructors back and forth, this helps to prevent confusion, so they won’t receive all their emails at the same time.
- Email functionality is a trade off. One teacher explained that he didn’t like all his email coming at the same time, and also that he didn’t know which class the email came from because students do not mention in the email which class they are enrolled in. Another teacher likes this system and doesn’t want it to change. Teachers can check their

email, clicks any course, and see if students have emailed them. If they want to see all their messages, they click “all messages.” This makes email more structured. Teachers can see email from one specific course, even if it takes them one more step to do so.

- Online instructors should write online classroom instructions on student syllabus and also include an FAQ on the Distance Education website.
- Distance Education committee should include a student who is currently doing a Distance Education class.
- Updated committee goals will be send out before next meeting.
- Sharon Beynon is a representative of Academic Senate.
- Distance Education Committee will include a goal related to tutoring.
- The tutoring department has a program called Ask Online, which allows students to submit questions. It is staffed with student tutors, and the questions are responded within 24 hours. Any student can send questions, and the tutors are graduate students or faculty with a master's degree. For English tutoring, students can send a draft and a tutor will review it. The math tutor can meet a student online with a whiteboard and other available resources.
- Committee will look into using Title V funds for online tutoring.
- A committee goal might be to incorporate piloting best practices for online teaching.
- English department is circulating books on best practices for online teaching.
- Piloting Integrity for video capturing and troubleshooting can be a committee goal.
- Peer-to-peer online instructor groups can share best practices.
- Will post best practices online so that online instructors can review them.
- The Math Department does not want to switch to D2L. They use Pearson and have never had a problem with it.
- The district stated that the entire college should be on the same Distance Education platform.
- Committee agreed that, for the sake of student continuity, all online classes should be accessed through the same component so students can go from one class to another with the same set of skills.
- The Math Department is the only department that doesn't use D2L.
- Ventura College has a small support staff, so it is best for everyone to be on the same platform.
- Concerns raised about the cognitive overhead, and why students have to learn two systems in order to use only one system; they learn D2L to get into Math Lab; students should only learn D2L if they are going to use it.
- Era sees D2L as the basic platform and has used it with My Econ Lab or Aplia. He inserts a link to D2L so students can use all the learning resources. He believes that all Ventura College students should go first through D2L to enter online classes.
- Other colleges use D2L.
- Using only one platform is important for student consistency, and colleges are realizing this.
- The last Open Forum minutes included a comment “College should have a better way of determining who should teaches Distance Education Classes instead of just selecting people who are retired and don't want to drive to the campus.” Committee members will take this into consideration.
- According to the college contract, the dean and department chair have to agree that the person is qualified to teach Distance Education.

- Santa Barbara City College instructors are not allowed to teach online unless they take certain training courses.
- The college wants to make sure that more than one instructor can teach online.
- Some colleges require new personnel to have taken 3 recent online classes and to know how to teach online. This has been part of the hiring process, although it may limit people who are too far to drive. A significant concern regarding this requirement is that a lot of the current online faculty never had an opportunity to take an online class when they were getting their own education.
- The D2L training will be on an online format.
- It was recommended that instructor training can go on the instructor record to prove he/she can teach an online class.
- Staff can design a four- or six-week D2L training for instructors.
- Santa Barbara City College online instructors have to take a Moodle course as a prerequisite to teach an online class.
- Look at the options of online tutoring.
- Demonstration of two White Boards: Dymo Minio Interactive Teaching Technologies and Ebeam Interactive Whiteboard.
- Committee selected Dymo Minio.
- Erica will set up a demonstration date with Minio vendor.