

**Distance Education Committee Meeting**

**Tuesday, October 4, 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 Mantinsen, English
- Andrea Adlman, Math
- John Elmer, Educational Assistance Center
- Sharon Beynon, English
- Sandy Hajas, Learning Resource

**Documents received:**

- Desire2Learn Student Orientation notes
- Draft of Letter sent to faculty regarding orientations and course meetings
- Notes section of schedule for online and hybrid classes

**Review of committee charge and strategic/action plan (Group)**

- Krista will select student testimonials and put them online
- Change Master Plan to *Strategic Action Plan* on Distance Education Committee Goals
- Krista and John receive the Distance Education appendix through email. As soon as one of them approves it, the appendix moves out of the Distance Education queue. John and Krista have to mark it review with comments to move forward
- Classes move forward despite not being approved by John and Krista in five days. If they don't do anything, classes move forward regardless what John and Krista do
- Curricunet is displaying Infant Toddler Care Teaching, Preschool Teacher, Associate in Child Development under Distance Education Program
- Distance Education offers three Child Development Programs
- Discussed talking to Curricunet committee regarding how they feel about Distance Education committee's involvement.
- Instructional Design Specialist should also be involved in discussions with Curricunet committee

- Krista looks at the appendix for course breakdown whether it is face to face, hybrid, teleconferencing, live interaction etc, and addressing those issues as they come up with instructors, she also makes sure instructor know how to use Desire2Learn and to make sure she meets with the instructor
- Erica mentioned that instructors are trying to resigning their class to fit Desire2Learn instead of looking at the different components of their class and restructuring it to make a online course
- John said that while the instructors are working on developing their content for their online courses, they need to meet with him to discuss state and federal requirements. This is currently not being done
- A major problem with online courses is that the review is done by department chair, not instructors
- Distance Education Committee will not give instructors access to teach an online class until committee determines that instructor has the skills set to teach an online class with Curricunet,
- Need to incorporate a checklist of online teaching skills
- Distance Education Committee is developing a Certification Training for instructors to be able to teach an online class
- Krista mentioned that Distance Education is in the process of purchasing a training program from Desire2Learn to teach first time instructors
- Purchasing software updates in Desire2Learn 9.4
- Certification Training will teach instructor how to work with Desire2Learn, how to work with technology, how to run a discussion group, and how to use Gradebook
- In addition to obtaining approval from department chair, online instructors will have to pass an assessment to be able to teach an online class
- Instructor certification training will be scheduled for a minimum amount of time
- Moorpark College has two options: instructor trainings – a group class – and an online training program
- Gwen wants every current online instructors to take the training, so they can give their feedback, also some current instructors are still confused about the online classes, current and future instructor need to be certified to teach an online class
- Erica said self pace certification training will go faster for instructors who have already taught online classes
- Oxnard College requires that online instructors take a recertification training, but training is different they get continuing education units
- Have online advance training currently will have modular
- Recommendation to have self pace modular or face to face
- Recommendation to create an orientation class for Desire2Learn and make it available throughout the year
- Currently Krista and Erica are developing an orientation for first time Distance Education students that includes an assessment to determine student online knowledge
- The student orientation training will be deployed around registration time
- It might be possible to use Title V funds to support faculty and student Distance Education orientations
- Gwen will review grant restrictions to determine if grant money can be used to provide faculty and student orientations
- Krista mentioned that she requested not to receive any training material until next deployment, which is next month. Desire2Learn is sending the material in late October or early November
- We will know next month what kind of training material Desire2Learn will send

- Distance Education Committee will review training before it is deployed
- Gwen will check with the district and the Title V Grant to determine if they can pay for the faculty and student orientations
- Under Expected Outcomes of the Distance Education Committee Charge Strategic Plan, modify Policies and procedures regarding the information management systems. Remove *regarding the acquisition, use, and maintenance of education technology and information systems*
- Add under Expected Outcomes: *To promote comprehensive online Distance Education Student Services*
- Distance Education Meeting will meet on the first Tuesday of each Month
- Meeting times are subject to change due to member availability
- Sharon Beynon will be the Distance Education Committee Co-Chair

**Review Notes/Percentage of Distance Education Classes from each division/Standardization of Desire2Learn/Faculty Training/Student Orientation (Group)**

- Several problems with department notes. Students are not getting consistent instructions on how to get into a Distance Education class.
- Need to develop new blurbs for CRN Notes
- CRN Notes are displayed on the schedule as well on the Distance Education site.
- Recommendation to separate hybrid courses and online courses in class schedule
- Erica mentioned that there is a problem with terminology for online classes – there is no consistency in the definitions
- Gwen said that there is a set of definitions stated in the Distance Education Guideline and the Title V Education code
- A class is considered a Distance Education class if it is 100% online
- Committee needs to provide the students with clear definition of what an online class is
- Let students know if they need a proctor
- Gwen said that transcripts now indicate if a class is online or not, for data collection purposes
- Erica said that the majority of online classes is 90/10 split
- Curricunet true hybrid classes are 70/30 and 50/50 split, these are stated accurately on the appendices
- Some 100% online classes have a final on campus
- All math are 90/10
- Online instructors were recently made aware of the online statute regarding 100%, 90/10, 70/30
- Distance Education Committee members are taking CRN notes home to review
- Instructors need to know that they must have their shell up before they teach their online class
- The Distance Education website will have general information: courses being offered, basic guides for self-pace orientations, instructors' email addresses, and a template for instructors to fill out their class information
- The state of California does not differentiate between online classes or on-campus classes for a college degree
- Gwen suggested we separate classes on schedule by online or not-online class
- Gwen will discuss changes to the website with the Banner Group to make sure students know they must click CRN to get more class information – many student are not aware of this
- Andrea said she would like her class to be removed from D2L section, but Banner is responsible for this display

- Erica changed math classes on website to indicate they are not D2L classes. She forwarded instructors' email to VCCCD email and wrote note in shell that class is not in Desire2Learn,
- Instructors must include a note for class announcements
- Gwen recommended D2L shell for all instructors, student should have one overall system
- In the Distance Education website, it is better to have instructor email to forwarded VCCCD email, instructors can put in their personal email, but email will be forward to their college email address
- Andrea will discuss with math department the idea to use D2L platform for their online classes
- A problem for online students is that part-time instructors don't have office hours, so students cannot talk to instructors in person
- Distance Education committee will review Cuesta College's Welcome Page layout
- Currently, students who are registered for an online class receive an email that gives general directions to get into an online class. All three campuses send out this email; this email states that online students have access to class one week before class begins and one week after class has ended
- Committee members will review language that states that students have access one week before and one week after class
- Instructors are not allowed to give an orientation before the actual class begins because instructors are not on contract and it is not legal
- College cannot ask students to come in for an orientation at a different time from their class dates; students have complained about coming in for the orientation before class begins
- Krista will work with Susan Bricker regarding classes stating that classes begin one week before class start date and end one week after end date
- Student online orientation will be offered from the time students begin registering for their classes until classes actually start
- Student online orientation will discuss navigating website, how to post things, and how to manage discussions and groups
- There is no mandate to give an orientation before class starts
- Gwen will discuss with admin counsel whether or not an online instructor can give an orientation before actual class begins
- Andrea has given an optional online orientation before class begins for students who are eager to get started in class
- Gwen mentioned that there has been a college culture to give an orientation before school starts, but there is no mandate
- Andrea gives an optional orientation before class start date for students who want to get a head start – it covers the syllabus, navigating the website, and everything students need to know about her class. She also has an orientation once class begins. The student orientation is a mandatory face-to-face class meeting. During orientation she gives them a handwritten form to fill out to have their signature on file
- Ramiro does not want students to do an orientation before school actually begins because some students have gone to the board and threatened a lawsuit
- There can be a liability for instructors who teach before their contract begins
- Andrea mentioned that it is hard to find parking on the weekends for faculty and students because of the swap meet patrons taking up all the parking
- Committee members are to discuss distance education issues with their groups

- Gwen wants to make sure the schedule is clear on what type of class it is – e.g. online, hybrid, etc
- Sharon will review Notes for grammar
- Sharon recommended that committee members go through the Distance Education website and see it through the students' eyes

#### **Review draft of letter sent to faculty regarding orientations and course meetings (Krista)**

- Email will be sent to Distance Education instructors
- Please review letter and discuss it next meeting
- If instructor's course is 100% online they cannot ask students to come on campus
- Erica and Krista will be giving students a technical orientation
- Instructors are allowed to give an optional course review on campus, but cannot require students to attend
- Erica and Krista will provide resources for instructors to use in their online courses in case they encounter any difficulties as a result of not giving their course on campus
- Krista will not email letter to instructors until she receives feedback from committee
- Committee members will give Krista feedback before priority registration on November 7, 2011
- Letter will also include definitions of hybrid, online classes
- Erica and Krista are trying to get the 90/10 instructors to designate a first meeting date, so students know before they register the first meeting date
- For 70/30 classes the meeting dates are in the schedule of classes
- Sharon suggested creating a video or using CCCConfer to instruct students on how to do a distance education class. Andrea and Sharon volunteered to be in the instructional video. Video must be closed captioned
- During the first week of class, Eric gives an introduction to his online course. Students must post a paper online, use the drop box, and add a comment to the discussion forum. Students must demonstrate basic technical online skills or they will be dropped from the class

#### **Templates for instructor use in online classes (Erica)**

- Erica is working on a template for online instructors