

Distance Education Committee Meeting
Tuesday, September 13, 2011
Ventura College LRC 114
3:00 PM – 4:30 PM

Welcome and Introductions (Gwendolyn Lewis-Huddleston)

Gwen introduced herself as head of the new Distance Education Committee

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean
- Erica Tartt, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump, Clerical III Title V Cooperative Grant
- Shelley Moore, Nursing
- Debbie Newcomb, Business
- Eric Martinsen, English
- Andrea Adlman, Math
- Andrea Horigan, Sociology
- Ara Khanjian, Economics
- John Elmer, Educational Assistance Center

Absent:

- Sandy Hajas, Learning Resource Center

Documents received:

- Distance Education Committee
- Ventura College, Documentation Form for Program/Service Level SLOs
- Distance Learning Goals

Meeting began with the question “Will current students be able to graduate from college without taking a distance education class?” Comments:

- It depends on whether or not they want to graduate in 4 years
- Some students are forced to take distance education classes because there are no seats left in classrooms
- Certain students may benefit less from online classes
- When distance education first was initiated colleges would set up criteria to determine what student could participate in online classes. A & B students could - students with low grades were given training so they could succeed in online classes
- Distance Education may or may not be part of the professional development offshoot. Distance education can have a dual purpose of creating professional development courses and courses for students. Can address this next week.

Group

- Social Science Division has the most Distance Education. Classes. If division has more distance education classes, committee needs more than one representative.
- Math division has second-most distance education classes.

- Already have two representatives from the Social Science Division in Distance Education Committee
- Erica Tartt will find out how many distance education classes each division has and will report it at the next meeting
- Instructors will email Eileen with their schedules to determine which date and time is best for Distance Learning Education monthly meetings
- There is already a representative from counseling, who unfortunately could not attend today's meeting
- Gwen directed the Distance Education committee in Oxnard College
- Distance Education Committee in other schools play a key role in developing training from Blackboard to Desire2Learn
- Strategy Plan (Handout) can be modified
- Instructor Ara Khanjian questioned Strategic Goal 5 "Increase student retention and success rates to equal that of comparable face-to-face course delivery." Gwen mentions that it is an objective written in the Title V Cooperative Grant. We might not achieve this goal, but we will certainly endeavor to do so.
- Future plans include training students on what distance learning is and teaching them how to undertake a distance education class before they enroll in one
- Future plans include enhancing faculty resources, providing courses on learning effective pedagogical skills, offering more online tutoring to distance education student for example on how to access the online library
- Andrea Adlman mentioned that Ventura College should have a Distance Education Office
- The Distance Education and Technology Resource Center for students and faculty will be implemented in the first floor of the LRC Building
- Erica mentioned that there is a need to establish a system for procedures in order to serve students more efficiently for example on dealing with mid-term, finals and troubleshooting throughout the school year
- Eric recommended establishing a mini course for students to help them orient themselves in an online class
- Planning a student orientation on Desire2Learning and how it works
- One component of the Title V Cooperative Grant is to revamp the student portal; will include a self assessment and determine if students have taken an online class before, if not they will be directed to take an online interactive orientation
- Recently hired a consultant to redesign college portal
- Beginning with the spring semester college will offer a distance education orientation in the LRC Building for students to learn the technical side of an online class
- Distance Education Committee should recommend using only one format for Desire2Learn to the college in establish constancy
- Give students an option to take an online class when registering
- In May 2012, Krista and Erica will be offering a face to face orientation for distance education students
- A student assessment from the distance education orientation will provide student data from online students
- The Distance Education Orientation will be reviewed by the Distance Education committee before being implemented
- Andrea Adlman will forward comments from her successful students explaining the keys to success in her class
- College cannot give units to students for attending an orientation

- Planning a student orientation on what it takes to be successful in college. This can be done through student outreach services
- Ventura College does not charge more for distance education classes
- Main factor for low retention and success in online classes is the lack of faculty and student support
- Other colleges charge more for distance education courses because they include support services to students
- Gwen will look into why distance education faculty cannot meet with their students on the weekends
- English faculty are designing video for APA
- Turnitin a plagiarism software will be integrated with Desire2Learn
- Strategic plan will be reviewed by committee and make revisions in order to create master plan
- Best practices for distant education will be shared in next meeting
- Erica is developing a technical training program for instructors who want to teach a Distance Education class
- Desire2Learn is providing Faculty Training Modules
- Instructor evaluations, including distance education instructors, are sent to students
- Erica is looking into utilizing the college survey tools as well as outside technology and integrating it into our system; she will compile a survey
- Distance Education committee can create a survey and provide this file to the college so it will be a standardized survey
- One reason students do not complete a survey is because they are afraid that it is not anonymous and there will be retaliation from college
- The two aspects of evaluations; evaluating the instructor and improving the course
- The goal of the Distance Education Committee is to improve distance education courses
- Planning to gather tips from successful students
- Committee member suggested the creation of a generic course with online tools for online classes that can be used by faculty to upload to their online class materials
- All training will include evaluation
- Michael Callahan will be collecting data from reposts as part of the Title V grant
- We already have a baseline data report for Distance Education
- People who take distance education classes are often too busy to take a class in college, and this can create problems because they may be too busy to complete the course
- Another challenge for students is that they have about 12 years of face-to-face in-class experience but no experience in taking classes online
- Most schools do not provide the support that we are planning to implement for distance education students
- Successful distance education schools are predominantly online schools like the University of Phoenix
- Many young people are not computer savvy because they do not have computers or computer skills
- No opening date for the Faculty Resource Center
- Thursday, September 15 – interview for Instructional Technology Support Assistant position

Respondus (Krista)

- Respondus is a test generating software that can also be used in a face-to-face classroom as well as an online class; can import questions and print them out, can import straight into Desire2Learn Course, and can export files. It has a campus wide license, so it is not limited to online classes. Not available for MACs
- Will be offering a training on Respondus
- Exploring purchasing Respondus Lockdown Browser that does not allow student to print, has no print screen, cannot switch from application to application, no ability to navigate away from a page during a test to look for answers, prevents copying and pasting, no right clicks, can only do what permissions the instructor gives them. Will discuss it in more detail next meeting
- Distance Education Committee will review software demonstrations before deciding which software the college will to use
- H&I will discuss it next time.
- Distance Education Committee's foundation is to create a strong distance education environment for students and faculty
- Gwen will find out from administrative counsel if there are a specific number of online classes Ventura College should be offering. These numbers should be included in Distance Education Master Plan
- Research whether college should offer continuing education hours online for a fee