

Distance Education Committee Minutes

Date and time: October 12, 2015 3:30 PM

Location: L113

Members Present: (VP) Duncan Graham, (Dean) Celia Cruz, Heidi Kozlowski, Dorothy Pucay, Gerald Grudzen (guest)

Agenda:

1. Review minutes of 9/15/2015 meeting
2. DE response to queries from Area 1 Accreditation
3. Discuss and Evaluate Canvas and advantages and disadvantages of migrating from Moodle to Canvas, and if we do so, a reasonable exigencies and timelines
4. Compose a recommendation for the Academic Senate regarding Canvas and OEI (see EVC's recommendation below)
5. The genesis of the SJCC Distance Education Plan 2015-2020: timeline, organization, content, and so on

Minutes

Item 1.

The committee reviewed and approved the minutes, with the change of D. "Celia Cruz reported that staff development" be changed to "Celia Cruz reported that Professional Development..."

The member present agreed that we should hold a vote regarding Canvas/OEI on our Office 365 Group as there were only three voting members present.

We need two additional members. Ann Soman has resigned from the committee.

Kozlowski reported that the @One Canvas training filled up the first day and she was not able to register. She believes that no one at SJCC was able to register for the training. VP Graham suggested that Kozlowski

inquire to @One if we could arrange a Canvas training session at our college. Kozlowski said she would follow up and report back.

The committee discussed issues of campus leadership regarding technology and distance education. Because the Campus Technology Committee (CTC) is not active, the DE committee is the sole committee on campus devoted to issues of technology on our campus. Because our committee is a subcommittee of the Academic Senate, we do not have student or classified members. Graham suggested asking Lenora Pinkston to make an announcement regarding membership of the CTC to get the committee active again.

Item 2.

Kozlowski reported questions she was asked by Judith Bell on the topic of Area 1 Accreditation and distance education. Kozlowski said there is much to be done in the areas of evaluation, planning, and standards. Kozlowski asked VP Graham to push deans to implement student evaluations on online courses. VP Graham agreed to contact deans and also offer administrative assistants for the divisions another workshop on implementing the evaluations.

In regards to campus support for online students, Pucay mentioned that there are readiness modules created by the OEI that we can use. Kozlowski reported she had contacted the SJCC webmaster to put up the modules on the SJCC website under “Current Students” Online Learning and Resources,” but she had not received feedback. VP Graham asked Kozlowski to send him the files and that he would ask his administrative assistant, Claudia, to upload them.

Cruz and Pucay asked about the OEI’s NetTutor services. Kozlowski said she thought it was part of the pilot of 8 colleges, but was not yet available for those schools not piloting Canvas/OEI. VP Graham asserted we absolutely need these services for our online students.

Cruz mentioned that our college's Reading and Writing Center offered online tutoring. VP Graham said we need more than writing tutoring. Cruz said she knew NetTutor was being offered at Florida Camino College. Graham asked Cruz to look into NetTutor services for our college that we can use as soon as possible.

The committee then went on to discuss standards. We discussed perhaps having a more specific definition for "regular and effective contact hours." One suggestion was a 48-hour turnaround. Gerald Grudzen reported that at the online college he teaches at, that faculty are required to have 8 or more interactions per week on at least three different days in their course. The committee asked Grudzen to share the policy in writing with the committee.

The meeting adjourned at 5:00 PM