



## Distance and Online Education Committee Meeting Minutes

*Monday, May 9, 2016 – 1:00 PM – 2:30 PM --BGS 249*

Attending: Brett Myhren, Marina Aminy, Cindy Gross, Thomas MacKenzie, Vivian Nguyen, Vincent Pollizzi, Carolyn Seaman, Brock Schermerhorn, Valerie Senior, Ken Woodward and Christie Smead.

### General Meeting

	Action Items	Assigned to	Deadline	Status/Comments
1.	Nudge planning	Valerie and Brett		Set up for fall 2016 launch
2.	Course Design	All	June	Institute for Teaching and Learning course design opportunity
3.	Online Education Summit	Brett		Contact Jane to see if this can be scheduled into Flex Week for all faculty available to attend
4.	Which divisions offer online courses	Brett		During polling in support/rejection of Canvas transition, determine if the division offers online courses, and, if so, number of courses offered.
5.	First fall meeting	Brett		9/14 or 9/21

- I. April 11, 2016 Minutes review pending
- II. **LMS evaluation and new timeline:** Senate set to spring 2017
- III. **Sherpa nudges options**
  - 1. Mindful to not overload students with nudges; students begin to ignore them.
  - 2. Potential nudges to assist a student in an online class suggested:
    - a. “Your online class begins in 3 days; have you visited your class in Blackboard/Canvas?” or “Your online class begins in 3 days; have your course syllabus?”
      - 1. To appropriately prepare, the instructor will need to be informed of nudge/ready to be live.
    - b. Several days before the deadline: “The deadline to drop is approaching, if you are considering dropping the course, please talk with an academic counselor first at **949-582-4572**”
    - c. Prior to midterms or finals at week #4 & #12: “Exams are coming. Have you used the free on campus or online resources available to students? <https://www.saddleback.edu/tutoring/online-tutoring-paper-center>”

- d. It was determined that dates can be inserted into the nudges because District has control of activation and relevant dates can be programmed into them.
      - 1. Nudge ideas can be added at any time.
      - 2. Valerie and Brett are to meet with Sandy to discuss.
    - e. To avoid saturation, exam (mid-term/final) nudges are suggested to be sent out only two times: three weeks prior to allow time for students to seek use of tutoring and other resources in preparation.
- IV. Canvas decisions
  - 1 Based upon a simple polling table of 9 divisions.
  - 2 Four departments responded with support for and against a Canvas transition.
  - 3 It is undetermined if all divisions offer online courses.
- V. Student survey
 

Questions reviewed and the workgroup elected to use it in current form with option to revise it later, in order to meet the time constraints of current online Canvas students.
- VI. OEI Update
 

May 6, Brett attended the OEI Conference and reports two useful software tools are included in the pilot/conversion to Canvas.

  - 1 Ally: built into Canvas and available for pilot.
  - 2 Cranium Café: free through Canvas to the Counseling division but very useful for discussions online among students and instructor.
  - 3 Demonstration for technology committee Thursday, May 19 at 10 am in the Chancellor's Conference Room HS Building
- VII. Professional development (Institute for Teaching and Learning) opportunity for Saddleback to revive teaching course for people on line.
  - 1 During Flex Week/Professional Development Week, materials will be available for "classes to help teachers become better teachers".
  - 2 Meeting in June to plan for program; please get in touch with Marina or Brett to participate in course design.
- VIII. Meeting times for OE Committee for the fall semester
  - 1 There will be three meetings next semester.
  - 2 LMS will meet on Wednesdays from 11 am to noon, and the OE Committee will meet immediately afterward until 1 pm.
  - 3 The first meeting will be in September with a date (9/14 or 9/21) to be determined.
- IX. Open forum
  - 1 Accreditation steering committee meeting held May 5.
    - a. QFE, quality focused essay, for Brett and Marina to review
    - b. Kim D'Arcy to develop a structure to improve transparency in Canvas/Blackboard decision process.
    - c. Concern over IVC and SC using different LMS may affect accreditation.
    - d. Claire shared that the sister colleges will not come to an LMS decision without consulting the other.
  - 2 Review of online addenda (2 classes) by faculty