



Distance and Online Education Committee Meeting Minutes

Wednesday, October 12, 2016 – 12:00 PM – 1:00 PM --BGS 249

Attending: Marina Aminy, Allison Camelot, Sheryl Christensen, Linda Morris Freshwater, Caroline Gee, Christina Ghanbarpour, Cindy Gross, Jonathan Luque, Thomas MacKenzie, Nicole Major, Jane Medling, Brett Myhren, Vivian Nguyen, Vincent Pollizzi, Joyce Quade, Brock Schermerhorn, Carolyn Seaman, Valerie Senior, C. Smead, Barbara Tamialis, Patty Evans Wallin, Martin Welc and Ken Woodward

General Meeting

| | Action Items | Assigned to | Deadline | Status/Comments |
|----|--|-------------------------------|------------|---|
| 1. | OE Classroom with instructor privilege | Brett | October | Share link in update email |
| 2. | Inform you division | Everyone in the LMS Workgroup | November 1 | Prepare your division members for the upcoming accreditation inspection |

GENERAL MEETING

- I. Review of minutes from 14 September 2016; those present are to submit any corrections to Brett via email
- II. **DOEC Updates and IVC data** (Brett)
 - a. IVC will permit no survey, nor answer any questions regarding the comparison of each LMS
 - b. Saddleback members will need to reach out to other faculty coordinators and will have to rely upon own data and data from other colleges.
- III. **Additional Pilot courses in Canvas** (April and Brett)
 - a. At present, there are 5 pilot sections being taught in Canvas
 - b. The majority of those present in the meeting agree that adding additional sections for the purpose of expanding the field for comparison is not cost effective, nor would the results be timely for any decision
- IV. **OEI Updates** (Marina)
 - a. OEI is letting us use several tools even though Saddleback College is not eligible because we pulled out of the exchange.
- V. **Accreditation update on when and how online classes are visited** (Brett)
 - a. This depends on the accreditation team.
 - b. Course Builder permits accreditation team to have access with limitations to student information.
- VI. **Dropping "no-show" students** (April and Brett)

- a. The instructor should present the drop policy in syllabus
- b. The OE Committee can generate the language to be included in the syllabus
- c. Progress Report possible tool to attempt engagement with the student
- d. Division meetings to be used to determine that policy is stated

VII. **Accommodation (DSPS) requests** (April and Brett: campus policy or protocol)

- a. With faculty not fully understanding how to apply this help, particularly as how this relates to an online classroom environment, there is a need for this as a professional development topic

VIII. **Inappropriate Behavior Online:**

- a. This is potentially a professional development topic

IX. **Student Tech Support** (Christina Hinkle)

- a. Canvas student tech support, at this point, is much more responsive than Blackboard, and provides a better experience.

X. **Review BP 6160: Final Exams**

- a. Committee to look into possibility of an AR related to this BP

Items XI - XV are tabled until a later time

Future meetings to be held in BGS 259:

Fall 2016 on Wednesdays 12:15 PM - 1:15 PM

- November 9
- December 7 (if needed)

Spring 2017 meetings on Wednesdays 12:15 PM - 1:15 PM

- January 25
- February 22,
- March 29
- April 26