



## Distance and Online Education Committee Meeting Minutes

Wednesday, March 29, 2017 – 12:15 PM – 1:15 PM --BGS 249

Attending: Marina Aminy, Patty Evans Wallin, Cindy Gross, Jonathan Luque, Thomas MacKenzie, Brett Myhren, Carolyn Seaman, Valerie Senior and Christie Smead

### General Meeting

	Action Items	Assigned to	Deadline	Status/Comments
1.	Online Accessibility Workshop	All	Friday, 4/7/2017	This workshop at IVC is from 9 am to 12 pm in BSTC 103 Please RSVP to Gaeir Dietrich at 949-456-5630
2.	Sign up to vote on LMS	All	Monday, 4/10/2017	Contact Brett for link to sign up
3.	Open Education Sources Summit	All	Friday, 4/21/2107	During Open Ed Week, Saddleback will have a course design guide Accessibility Workshop on campus from 8:30 am – 11 am
4.	Online Educator Certificate	All faculty teaching an online course	Fall 2017	Online Educator Certification program has openings for the fall. Sign up with the Faculty Center
5.	Vericite test pilots wanted	All faculty teaching an online course	Fall 2017	Vericite (akin to Turnitin) has a free 90 day trial available

### GENERAL MEETING

- I. **Accreditation:** No commendations, nor recommendations
  - a. A success since Saddleback College is in the top ten in number of online classes offered in California's Community College system.
  - b. This is also likely due to the self-identified areas for improvement and related action plans developed during quality focused essays.
- II. **LMS Evaluation:**
  - a. At this point 79 faculty are certified to vote
  - b. Certification closes April 10; the vote runs from April 17 – 24.

- c. It is preferable to have as many qualified people vote as possible, with a preferred minimum of 100.
  - d. Faculty are encouraged to submit to participate. Having attended the in-depth Canvas vendor presentation qualifies and on the participation form can be found under #3 “I attended another forum”.
- III. **LMS Evaluation Survey**
- a. Simple and in alphabetical order for voting mechanism – Which LMS would you prefer to use at Saddleback College?  
Please select one:
    - Blackboard
    - Canvas
  - b. The Office of Research will use a special Survey Monkey which will allow for anonymity and single use link to vote.
- IV. **LMS Evaluation: Student Survey**
- a. A survey of students using Canvas this past fall. The results are available on the OE website.
- V. **LMS Evaluation: Comparative Model for Faculty**
- a. This is available online at the OE website
- VI. **Online Education Plan Update**
- a. A draft of the action plan is in place to address issues.
  - b. A meeting is planned this week between April, Brett and Marina with an update to follow at the next meeting.
  - c. The Accreditation comment from QFE regarding the timeline is that it is too ambitious, which gives Saddleback more time to complete the plan.
- VII. **Online Educator Certificate: Update**
- a. This 5 module class concludes in April
  - b. Participants working on Module 3 found this training on accessibility very helpful, though the effort on this initial task took quite a bit of time – 12 hours over 2 weeks; Universal design focus is intensive
  - c. The target module time was 4 – 6 hours per week.
  - d. This series will repeat with cohorts already registered and filled to capacity for the summer
  - e. There are spaces available for this certification in the fall cohort
- VIII. **Vericite** is a software comparable to TurnItIn.
- a. Faculty are encouraged to test this software using the free 90 day trial
  - b. This program is part of the Online Education Initiative
- IX. **Discussion of DOJ audit at San Francisco City College** – tabled for a later time
- X. **Discussion of DOJ action at Berkeley** (accessibility)

- a. Hundreds of free online classes did not have captioning. This forced Berkeley to either fund conversion to include CC, or remove the videos and documents.
  - b. Berkeley chose to remove over 200,000 files of video and documents rather than take on the expensive and time-consuming updating process
  - c. Participants discussed that an ad hoc approach to changing content to be accessible is not legal due to requirement for an institution-wide application.
  - d. Further discussion tabled until a later date
- XI. **DOEC Updates:** None at this time.  
Integration meetings are on hold until the LMS decision
- XII. **Professional Development Session Fall 2017**
- a. An open meeting will be held during PD Week for those interested in Online Education
- XIII. **General Announcements:**
- a. Open Education Week, Accessibility Workshop at IVC; course design guide (OEI)
  - b. Open Education Resources Summit on April 21, on campus from 8:30 am – 11 am
  - c. Workshop by Gaeir Dietrich on Accessibility at IVC on Friday April 7, 2017 from 9 am – 12 pm in BSTC 103  
RSVP at 949-456-5630
- XIV. Open forum:
- a. Online course design guide is available in a link on the Faculty Center website or can be found at <https://ccconlineed.instructure.com/courses/770>
  - b. Dates for submitting forms for hybrid and online courses are available on the curriculum website.
- XV. Addenda Approvals completed at the beginning of the meeting.

This meeting adjourned at 1:10 pm

Next Meeting: **Wednesday, April 26** from 12:15 pm to 1:15 pm