



Distance and Online Education Committee Meeting Minutes

Monday, April 11, 2016 - 10:30 AM -- 12:00 PM --BGS 249

Attending: Brett Myhren, Marina Aminy, Allison Camelot, Sheryl Christensen, Patty Evans Wallin, Cindy Gross, Jonathan Luque, Thomas MacKenzie, Vivian Nguyen, Vincent Pollizzi, Carolyn Seaman, Brock Schermerhorn, Valerie Senior, C. Smead, Rita Tamer and Jacob Tracy

General Meeting

	Action Items	Assigned to	Deadline	Status/Comments
1.	Ask Canvas regarding discussion board view	Brett	April	Seek to learn if view in discussion board can be customized
2.	Blackboard in traditional classes	Valerie	May	Check to see if discussion board in Blackboard is activated/in use for traditional classes
3.	Evaluation Worksheet	Everyone	May	Email Brett with any questions or comments on the evaluation worksheet
4.	Nudge Ideas	Everyone	May	Send nudge ideas to Valerie and Brett
5.	Doodle page for next meeting day/time	Brett	May	LMS workgroup dates included in this doodle page. May 9, 2016 1-2:30pm
6.	Stipend formula to convert to Canvas	Brett?	May	Check feasibility of stipend for 9 – 40 hours of conversion should we migrate to Canvas

- I. **March 14, 2016 Minutes review-reviewed and accepted**
- II. **Discussion of LMS evaluation and IVC decision:**
 - a. **IVC is to begin the process of migrating to Canvas Learning Management System.**
 - A. **Migration Timeline for IVC (and district issues)**
 1. The school is aiming for a fall 2016 launch, but limitations of time may delay this process; in addition to setting up the system, instructors require time to upload their classes.
 2. There will be an added burden to the District to support both LMS for students.

3. This presents an interesting scenario with Saddleback which has not yet decided on which LMS to use.
4. There are implications of this transition which will have to be addressed by the Faculty Association, contractual issues, etc.
5. The district is committed (AR 6112) to “support” the LMS decision once it is made

B. Potential Saddleback pilot of Canvas

1. Christina made aware of doubling of student support and that this will impact tech support; Tech support will be significantly impacted managing two systems.
2. A pilot will help determine what problems we would have.
3. If we pilot Canvas, we will definitely need to seek additional support for tech.

C. Review draft of evaluation worksheet (feedback) with suggestions for worksheet

1. Master document of review of evaluations
 2. Reviews of draft evaluation worksheet
 3. Need space for rubric
 4. OEI pilot feedback and discussion of our understanding of what a Canvas pilot project means for the college; how often will classes have to be re-reviewed?
 5. What things do we not know about OEI
 6. Questions regarding LMS used by both high school students and schools students will transfer into from Saddleback College. (Marina has some data)
 7. Decision charts and potential to weight votes if a division or department has more classes taught online.
 8. Decision timeline.
 9. FAQ section including:
 - a. How long do we have to decide?
 - b. Potential advantages and disadvantages
 - c. IVC's timeline
 - d. Cost charts of the 4 year pilot period and then beyond
 - e. Potential union issues
 - f. The union's position
 - g. Other college evaluations of Canvas as well documents on Blackboard evaluation
 - h. Glossary of terms
 10. Strength of reason/conviction to go to Canvas
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11. One matrix overall view of decision perspective, requiring someone from each division to contribute to make the decision

12. As a note of interest, the discussion board in Blackboard Ultra strongly resembles Canvas

III. Review faculty discussion sessions (other comments)

a. Representation from across the college, at least one faculty member from each division.

IV. Accreditation: Updates

a. DE Plan and faculty guidelines for Distance Education in process of making a college standard to make sure that faculty are ready to teach a class online. SC will receive a visit from evaluation group and the goal is to have something more uniform.

b. ASCCC (Academic Senate for California Community Colleges) meeting: discussion and update from Marina

Statewide academic senate has three major strands for accreditation

1. Every college needs a “**regular, effective contact**”

2. **Accreditation:**

A. There are no restrictions to Distance Education access to the online education system.

B. Saddleback College needs a Distance Ed plan which everyone, including the students, is aware of.

C. Student mentors, ala ASG as a way to disseminate the message and DE Plan.

3. **Accessibility:** in any plan, accessibility should be integrated within it

V. Action items from March

a. Stipend funded training for online education: support exists but more likely to receive this with an imminent move to Canvas. Resource allocation decisions are usually made by the end of the semester. b. Public forum for online faculty.

IVC has online discussion forums.

Can these be found on SharePoint?

c. Success rates for OE (Marina); Source, *Inform report by Instruction Method*, available on SharePoint

A. Statistics on census, head count, FTES, retention and success rate are available on Inform Institutional effectiveness report.

B. Saddleback College offers around 4000 sections

C. Since 2012-2013 academic year, Saddleback has had increases in number of students in Distance Education courses each year

D. Report shows that at least a third of our students take an online course.

- E. Saddleback College has a consistent online retention rate at 85%
 - F. Counseling for students might have an impact on success rates via online training or student success programs.
 - G. The student population for online education is different: often time crunched, distance challenged, etc. To develop ways to increase student success, these limitations and challenges need to be recognized.
- d. Sherpa nudges for online students (Valerie)
- A. Nudge themes: Pre semester preparation
 - B. Are you an independent learner?
 - C. Time management
 - D. Online tutoring available
 - E. Library workshops
 - F. Drop dates
 - G. Make sure you look at the Bb site
 - H. Nudges can be programmed so that they go out specific to the class.
 - I. "Make sure you log into Blackboard and know what your instructor expects; if you don't you may be dropped."
 - J. "If your class is not available, contact your instructor"
 - K. Before drop date
 - L. Tutoring/student support.
 - M. Share doc for this project

Valerie Work with Sandy and Marina to get these nudges into the system.

e. Ideas for OE Summit:

- A. Aim for January of 2017 during flex week
- B. Focus on Accessibility,
- C. Accreditation and
- D. Regular and Effective Contact (REC)
- E. Distance Ed plan,
- F. Latest and greatest online tools from (Valerie)
- G. Share feedback from students using and information exchange ala
- H. "Remind 101" for something useful to share; I. "Tech Corner" or a
- J. Demonstration.
 - o Invite: PlayPauseIt (formerly Educannon), Turn it In, etc.

VI. Open Forum

VII. Review of online addenda (1 class)

VIII. **Next meeting is May 9, 2016, 1:00 PM to 2:30 PM.**