## Distance Education and Technology Committee Agenda

Tuesday, February 14, 2017 3:00 p.m. – 4:00 p.m. L-201

Type of Meeting: Regular

Please Review/Bring: Agenda Packet

## **Committee Members:**

Perry Jehlicka, Co-Chair

Dr. Bonnie Suderman, Co-Chair

Dr. Peter Chege, Co-Chair Designee

Dr. Tom O'Neil, Administrative Member

Walter Briggs, Counseling Faculty Representative

Dr. Scott Lee, AP&P Representative

Jimmie Bowen, Faculty Member

Priscilla Jenison, Faculty Member

Kathy Osburn Faculty Member,

Cynthia Kincaid, Faculty Member

Angela Shaheen, Faculty Member

Ken Sawicki, ITS Alternative Media Specialist

John Toth, AVFCT Member

Scott Tuss, Classified Union Representative

Rick Shaw, ITS Management Member

Greg Krynen, ITS Technical Trainer

Mike Wilmes, Blackboard Administrator

Darnell White, IMC Representative

| Ite  |                                     | Person                            | Actio   |
|------|-------------------------------------|-----------------------------------|---|
| I.   | Approval of Minutes                 | All                               | a. November 8, 2016 DETC Meeting (attachment)               |
| II.  | Opening Comments from the Co-Chairs | Co-Chairs                         |   |
| III. | Open Comments from the Public       |                                   |   |
| IV.  | Discussion Items                    | Co-Chairs<br>Co-Chairs<br>P Chege | a. Canvas b. Goals for the Year c. Online OEI SPOC Updates  |
| V.   | Action Items                        | P Chege                           | a. Establishing Ground Rules                                |
| b.   | Adjournment                         |                                   |   |
| NEX' | T MEETING: 2/28/2017                |                                   | Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23 |



## Distance Education and Technology Committee Minutes

Tuesday, February 14, 2017 3:00 p.m. – 4:00 p.m. L-201

Type of Meeting: Regular

Please Review/Bring: Agenda Packet

## **Committee Members:**

Perry Jehlicka, Co-Chair

Dr. Bonnie Suderman, Co-Chair - ABSENT

Dr. Tom O'Neil, Administrative Member

Walter Briggs, Counseling Faculty Representative - ABSENT

Dr. Scott Lee, AP&P Representative

Jimmie Bowen, Faculty Member

Priscilla Jenison, Faculty Member

Lucia Pozo, Faculty Member

VACANT, Faculty Member

Ken Sawicki, ITS Alternative Media Specialist

John Toth, AVFCT Member

Rick Shaw, ITS Management Member

Greg Krynen, ITS Technical Trainer

Mike Wilmes, Blackboard Administrator - ABSENT

| Items                       |                  | Person                              | Action   |
|-----------------------------|------------------|-------------------------------------|--|
|                             |                  | Perry – Opening<br>Comments         | Welcome back   |
| I. Approval o               | f Minutes        | All                                 | a. November 8, 2016 DETC Meeting (attachment)  A motion was made and seconded to approve minutes of the November 8, 2016 DETC meeting.   |
| II. Opening Co<br>Co-Chairs | omments from the | P Jehlicka<br>P Jahlicka<br>P Chege | <ul> <li>A productive OEI Meeting was held here in January 2017. An AVC OEI implementation team is in place to get us going. A goal is to expand the number of courses offered.</li> <li>Perry reported an online teaching convention will be held in June. He will bring dates to the next meeting. 19 courses are offered - looking to expand to 50 courses. Must be transfer level classes. An implementation team will be meeting soon - looking for 1 or 2 additional members.</li> </ul> |



| III. | Open Comments from the | Mike Dioquino | When applying for professional                 |
|------|------------------------|---------------|--|
|      | Public                 |               | development funds, apply early. All            |
|      |                        |               | requests must be board approved. Trip          |
|      |                        |               | requests in must be board approved prior       |
|      |                        |               | to travel.                                     |
| IV.  | Discussion Items       | P Jehlicka    | a. Canvas                                      |
|      |                        |               | Dr. Ed Beyer has offered to facilitate one or  |
|      |                        |               | two bootcamps for Canvas this semester.        |
|      |                        |               | Participants will earn flex credit. We need to |
|      |                        |               | get as many faculty trained as possible.       |
|      |                        |               | Greg Krynen noted Blackboard will not be       |
|      |                        |               | available for grades. Faculty are to download  |
|      |                        |               | grades on a spreadsheet at the end of each     |
|      |                        |               | semester.                                      |
|      |                        |               | Mike Wilmes noted this is the last week to     |
|      |                        |               | access Fall 2015 shells. After the census      |
|      |                        |               | everything is purged from the year prior.      |
|      |                        |               |  |
|      |                        | P Jehlicka    | b. Goals for the Year                          |
|      |                        |               | It was suggested getting input from students   |
|      |                        |               | before developing a faculty-driven online      |
|      |                        |               | program. Members agreed - training is          |
|      |                        |               | needed, as well as a tool to evaluate the      |
|      |                        |               | effectiveness of an online course.             |
|      |                        |               | Perry stressed the importance of the           |
|      |                        |               | amount of time an instructor puts into the     |
|      |                        |               | course, regular effective contact,             |
|      |                        |               | communication between the instructor and       |
|      |                        |               | students, how the course is set up, how        |
|      |                        |               | quickly the instructor responds and how        |
|      |                        |               | quickly they grade.                            |
|      |                        |               | Members reiterated faculty have not been       |
|      |                        |               | given online training. It was suggested Dr. Ed |
|      |                        |               | Beyer train a trainer to train faculty and     |
|      |                        |               | establish consistency across the board. The    |
|      |                        |               | contract is vague regarding training for       |
|      |                        |               | online faculty.                                |
|      |                        |               | ,  |
|      |                        |               | Greg Krynen noted instructors are not          |
|      |                        |               | setting online meeting times or listing office |
|      |                        |               | hours. Adjuncts are not required to hold       |



|                   |   | office hours.   |  |
|-------------------|---|---|--|
|                   |   | Perry will put finishing touches on goals and will email out tomorrow.  |  |
|                   | P Chege   | c. Online OEI SPOC Updates Peter asked DETC to consider joining the Base Camp Forum. Current members are people on the implementation team. Some of the documents could answer some of the questions discussed today. Let Peter know if you are interested in joining.  Peter discussed a conference call two weeks ago regarding NetTutor. Faculty were receptive. Classes must be transfer level. Mike Wilmes noted NetTutor is a free service and suggested making the campus aware of the resource. |  |
| V. Action Items   | P Chege   | a. Establishing Ground Rules  |  |
| a. Adjournment    | The Distance Education and Technology Committee meeting of February |   |  |
|                   | 14, 2017 was adjourne   | d at 4:00 p.m. by Perry Jehlicka, Co-chair.   |  |
| NEXT MEETING:     |   |   |  |
| February 28, 2017 |   |   |  |