

LOS MEDANOS COLLEGE MINUTES

Purpose: Distance Education Committee Meeting

Location: CO-420 **Date/Time:** October 19, 2015 1:30 to 3:00 PM

Present: Clayton Smith, Kim Wentworth, Courtney Diputado, Mike Becker, Penny Wilkins, Maria Perrone, Matthew Stricker.

	Agenda Topic	Lead	Outcome
1	Announcements	Penny	The @ONE “Applying the OEI Course Design Rubric” training on 11/13 at LMC is advertised open to everyone, not just 4CD faculty and staff.
2	Approval of agenda and minutes	Courtney	<p>Mike noted that the 10/5 minutes included discussion about adding language about requiring users to authenticate in the LMS to the DE policy, but the District should already have a policy on authenticating in the LMS – he will research further.</p> <p>The 10/5 minutes adopted by consensus.</p>
3	Curriculum Committee Membership	Penny	No DE representation needed by the Curriculum Committee. Penny represents Business, but she will also voice DE concerns. DE representation to be revisited next fall. DE members should consider attending Curriculum meetings to represent any major DE agenda items.
4	Technology Training and Development Coordinator report - LMC Canvas Event & OEI Event (10/13)	Courtney	<p>Initial thoughts on the OEI/Canvas event:</p> <ul style="list-style-type: none"> • Surprise at low attendance for an event that covered an important topic. • The Canvas grading tool lacks inline grading.

			<ul style="list-style-type: none"> • Concerns about Canvas' ability to handle the large influx of conversion data • Concerns about users being able to respond to discussions, announcements, etc. from any device or social media account – this does not allow students to immerse themselves fully in course content. • One feature in the Canvas gradebook allows students to reply to instructor comments. Managing gradebook comments could be cumbersome. Canvas reps said this feature is always active. • Like any LMS, there are good and bad features. • One attendee wondered if it was worth migrating to Canvas if our current LMS is working fine.
5	Canvas DE Meeting Schedule (11/2?)	Penny	<p>Our committee needs to review Canvas before 11/2 meeting. Send an email to all faculty inviting them to the second half of the 11/2 meeting, which will discuss Canvas. The email will include the link to the OEI/Canvas presentation recording. Penny and Courtney will coordinate on creating and sending the email. Penny will contact the Academic Senate and request the DEC Canvas recommendation added as an agenda item for their next meeting.</p> <p>DDEC wants a recommendation about migrating to Canvas ready before the Consultation Cabinet's meeting in November. Our DEC needs</p>

			<p>to send a recommendation to the Academic Senate. We are working with a tight timeline.</p> <p>Recommendation timeline:</p> <p>We make rec. Invite faculty. (What if the majority is no?)</p> <p>Bring to AS</p> <p>Other thoughts on migrating to Canvas:</p> <ul style="list-style-type: none"> • It is a state standard and we should support it. • A CCMS would be helpful for adjunct instructors. • LMS change is normal. It will happen. • We have more support and resources this time around than during the Blackboard to D2L migration. • Concern about the cost of Canvas after the first four years, especially if the OEI does not receive the same grant from the state. The OEI said colleges would pay 20% of the original cost. The actual cost of Canvas is still unknown.
6	Departmental Distance Education Plan	Penny	<p>Penny presented a sample Departmental DE Plan, which included sections on programs to offer fully online or hybrid, and course sequence by program and modality.</p> <p>The committee reviewed the sample plan and suggested the following:</p> <ul style="list-style-type: none"> • Dept. bylaws should address criteria for teaching online courses. • Add programs that are 50% or more online

			<ul style="list-style-type: none"> • Add new columns for hybrid courses that are over/under 50%. • Need box identifying GE courses. • Column for status (new, existing, etc). Some concern about “when” as far as year. <p>Once completed, the Departmental DE Plan should be available online. Consider asking Eng to create a database for this. Other options – should the plan go into CurricUNET, or added to PRST?</p>
7	LMC Distance Education Strategic Plan- Next Steps	Penny	<p>The next meeting is Nov. 2. Penny is still working on the Strategic Plan.</p>