**LOS MEDANOS COLLEGE**

**MINUTES**

**Purpose:    Distance Education Committee Meeting**

**Location:  CO-420  Date/Time:  October 5, 2015   1:30 to 3:00 PM**

**Present**: Clayton Smith, Kim Wentworth, Kevin Horan, Courtney Diputado, Rikki Hall, Eloine Chapman, Penny Wilkins, Haydee Lindgren, Maria Perrone, Matthew Stricker. Guest: Bashir Shah

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|  | **Agenda Topic** | **Lead** | **Outcome** |
| 1 | Announcements | Penny | Variable Flex approved for the Oct. 13 OEI/Canvas info session and the Nov. 13 @ONE OEI Course Design Rubric training. |
| 2 | Approval of agenda and minutes | Penny/Courtney | Minutes approved by consensus, 9/21 minutes will be emailed. |
| 3 | Curriculum Committee Membership | Penny | Curriculum Committee needs another DE representative. No takers so far. |
| 4 | Content Requirements on LMS | Penny | Discussion about adding language to the DE policy document about requiring students to authenticate in the LMS first before accessing any course work. Topics included the use of a separate website for content in an online course, and accessing publisher content when no LMS integration is provided. Potential added language to the DE policy should point out what is allowed (rather than what isn’t allowed) regarding LMS authentication.  The committee discussed whether  departments can craft distance ed. policies outside of the faculty contract. Yes, as long as it doesn’t affect working conditions and wages. |
| 5 | LMC Canvas Event & @One training for the new Online Education Initiative Rubric review (11/13) | Courtney | **10/13/15 OEI & Canvas event**  The committee agreed to ask the OEI and Canvas reps to condense their original presentation time from three hours to no more than an hour and a half. A three-hour info session may result in lower attendance. The OEI reps will also be asked to emphasize that a college doesn’t have to join the OEI exchange in order to access OEI student support services.  Discussion of questions and concerns regarding the OEI:  Will OEI be able to address holes in exchange? If not, will the exchange disappear? Concerns about the OEI exchange and how it will work with enrollment from our own students (priority registration, residency requirements, completion credit between colleges, etc).  At this time, LMC is not ready to join the OEI course exchange.  After the OEI/Canvas session, the committee will need to draft a recommendation regarding migrating to Canvas for DDEC and Academic Senate.  @ONE Course Design Rubric, Nov. 13  The final version of the OEI rubric is available to view on their website. This workshop is an all-day training, and participants will receive a certificate at the end. It’s the first step in becoming an instructional designer for the OEI. |
| 6 | Technology Training and Development Coordinator report | Courtney | Updates from DDEC:  CCC and DVC have promoted the OEI/Canvas info event to their various committees – reactions were mostly positive. DDEC is also continuing to work on their strategic plan. |
| 7 | LMC Distance Education Strategic Plan- Next Steps | Penny | There are many documents on the DE webpage that say the same things. These documents need to be simplified. Discussion about adding a mission/vision to the current strategic plan.  Overall, we need to move toward becoming a policy recommending committee. Departments will need to have their own DE course policies and identify which programs to offer online, and the DE committee can provide recommendations and examples. The committee would come up with policy language and add it to the faculty handbook.  Priority for the next meeting: make a recommendation about moving to canvas, based on faculty input after the OEI/Canvas event. Present findings to the Academic Senate. Open discussion at next meeting, invite faculty. The process is a big deal. |