

# LOS MEDANOS COLLEGE

## Distance Education Committee Meeting Minutes

Location: Office of Instruction Conference Room 409

Date/Time: September 19, 2011 1:30 – 3:00

Attendees: Linda Johnson, Chair, Tawny Beal, Elaine Chapman, Mary Oleson, Debbie Wilson, Clayton Smith, Mike Becker, Eng Saw, and Margaret Herstein, Note taker.

Agenda Topic	Outcome
1. Announcements:	<ul style="list-style-type: none"> <li>Debbie is in "Emerging Technology" taught online by Denise Knowles. It is a good course.</li> <li>Laurie is looking forward to coming back. She has been communicating with Linda. There are big accreditation changes coming for online compliance that we should be aware of and planning for.</li> </ul>
2. Approval of Agenda and Minutes of May 2, 2011	The agenda was approved with adjustment of order. PDAC will be item #5. Minutes Approved.
3. Membership and meeting dates	<p>The committee agreed to have one meeting per month with the provision to add in additional meeting(s) as necessary. The dates will be;</p> <ul style="list-style-type: none"> <li>October 17</li> <li>November 21</li> </ul> <p>More faculty representation is needed. Please encourage your colleagues with interest to join our committee.</p>
4. Blackboard 9 & Blackboard 8-updates	<p>Mike disseminated a Blackboard status report and went over the items. Some discussion points:</p> <ul style="list-style-type: none"> <li>Blackboard 9.1 has been postponed until FA12.</li> <li>Please forward suggestions on additional ways to communicate with the faculty. Many are not getting the messages through email. Blackboard was suggested as a main contact point. October 31<sup>st</sup> there will be a campus assembly and technology will be one of the focus.</li> <li>Mike works on the back end BB server items and Eng is handling the front end BB enrollment server issues. They will continue to evaluate and improve services.</li> <li>EduStream is coming.</li> </ul>
5. PDAC update	<ul style="list-style-type: none"> <li>Mary reported that the District Wide Professional Development Committee money will be split into two groups. Faculty as one and managers with classified staff as the other. This was discouraging since this entire group has worked at each campus researching technology to share at the district level. There were never any charges given from the Chancellor so the group asked for them. The \$50,000 is divided between both of these groups 22.5 each with 5 percent for district.</li> <li>It is difficult when LMC, DVC, CCC have different needs.</li> </ul>

	<ul style="list-style-type: none"> <li>The formation of the District Learning Management System is encouraging. Representatives are Rod Raumer, Mike Becker, Clayton Smith, Linda Johnson from LMC. This team will be looking at a district wide system solution.</li> </ul>
6. Online Supplements: <ul style="list-style-type: none"> <li>COMSC 037</li> <li>COMSC 060</li> <li>COMSC 090</li> <li>COMSC 091</li> </ul>	COMSC 060 – Approved with correction to 3a – second paragraph last sentence. (M/S:Smith,Wilson) Unanimous COMSC 037 – Approved with same correction to 3a as above. (M/S:Smith.Jones) Unanimous COMSC 090-Approved with correction to word-“software” (M/S:Smith.Johnson) Unanimous COMSC -091- Approved. (M/S:Smith.Wilson) Unanimous. Clayton will forward corrected version to Margaret for placement on Curriculum Agenda.

3<sup>rd</sup> Monday's – 1: 30 p.m. to 3: 00 p.m.

NOTE: Distance Education Meeting dates in Fall: Oct. 17, Nov. 21<sup>st</sup> . (Additional meetings to be determined if necessary).

# **Online Course - Supplement to the Course Outline of Record** **Los Medanos College 2700 East Leland Road Pittsburg, CA 94565 (925) 439-2181**

Department: \_\_\_\_\_ Course #: \_\_\_\_\_ Author: \_\_\_\_\_

Course Title: \_\_\_\_\_ If new course, beginning sem/year: \_\_\_\_\_

Total Units of Course: \_\_\_\_\_  
 Lab Hrs. : \_\_\_\_\_ Lecture Hrs. : \_\_\_\_\_

**Instructions:**

- Submit this completed form along with a copy of the course outline of record (COOR) or the Experimental course outline of record (900 form) to your Dean.
- Submit an ELECTRONIC COPY of this form and the course outline to the Office of Instruction.
- It is recommended that you consult with the Distance Education Committee, and for GE courses with the GE Committee, as their recommendation will expedite the approval of the Curriculum Committee.

<u>Information</u>	<u>Evaluation of Distance Education Committee</u>
1. Sections of this course may be: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <input type="checkbox"/> Completely Online             </div> <div> <input type="checkbox"/> Partially Online             </div> </div> <div style="margin-top: 10px;">             Percentage of Course Online : _____              Percentage of Course Face to Face : _____           </div> <div style="margin-top: 10px;">             Online Lab Hrs.: _____ Online Lecture Hrs.: _____           </div>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes  <input type="checkbox"/> Needs Clarification             </div> <div> <input type="checkbox"/> No  <input type="checkbox"/> Needs Clarification             </div> </div>
2. What course management system will you use? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <input type="checkbox"/> Blackboard             </div> <div> <input type="checkbox"/> Other (please specify)             </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes  <input type="checkbox"/> Needs Clarification             </div> <div> <input type="checkbox"/> No  <input type="checkbox"/> Needs Clarification             </div> </div>
3. Please describe <i>how</i> you will use the options below to achieve regular effective instructor-student contact. Please include specific examples.	
a. Discussion Board (asynchronous)	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes  <input type="checkbox"/> Needs Clarification             </div> <div> <input type="checkbox"/> No  <input type="checkbox"/> Needs Clarification             </div> </div>
b. Email	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes  <input type="checkbox"/> Needs Clarification             </div> <div> <input type="checkbox"/> No  <input type="checkbox"/> Needs Clarification             </div> </div>

		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
c. Chat (synchronous)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
d. Telephone/voice mail		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
e. Face to face meetings (groups or individuals)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
f. File exchanges (e.g. "digital drop-box")		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
g. Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification

4. For each course level student learning outcome, explain and give examples of how students will achieve the outcome in an online learning environment.

<u>CSLO</u>	<u>Evaluation</u>
CSLO #1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification
CSLO #4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Clarification

**Department and Distance Education Committee Signatures:**

Distance Education Committee recommendation

- ☐ Recommended  
☐ Not recommended  
☐ Recommended with changes

Department Chairperson      Date

Online advisory committee chairperson      Date

**5. For completely online GE courses only:** How do you propose to integrate the *oral communication (speaking) criterion* into your completely online course? Explain how the course will incorporate *both aspects* of the oral communication criterion in a completely online course. (*Reviewed by the GE Committee*)

- a. GE courses are required to “provide regular opportunities for students to **explore ideas and communicate orally**.” Explain how such **small group activities** will be achieved in a completely online course using technologies such as:
- Telephone (teleconference/web conference)
  - Synchronous Chat
  - Other similar technology
- b. In GE courses, “students should demonstrate the ability to **speak effectively both in small groups and whole class presentations**.” Explain how such presentations will be accomplished in a completely online course using technologies such as:
- Web conferencing
  - Video clips (audio visual recording)
  - Oral Presentation to an audience with authorized proctor
  - Other similar technology

**General Education Committee Signature:**

GE Advisory Committee recommendation  
☐ Recommended  
☐ Not recommended  
☐ Recommended with changes

GE advisory committee chairperson	Date
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**CURRICULUM COMMITTEE ACTION**

Curriculum Committee action  
☐ Approved  
☐ Not approved  
☐ Approved with changes

Curriculum committee chairperson	Date	President	Date
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*Distribution: Original: Office of Instruction*

*Copies: Department Chairperson, Online Advisory Chairperson, GE Advisory Chairperson*

*updated 10-19-11*