Institutional Committee on Distance Education

Friday, September 21, 2012
Large Admin Conference Room 10:00 a.m. – 11:45 p.m.

Present: Steve Albert, Elizabeth Bishop, Steve Bruemmer, Brenda Kalina, Amber Kerchner, Jon Mikkelsen, Leslie Procive, Rosaleen Ryan, Stephanie Tetter, Catherine Webb, Bruce Wilder

Absent: Celine Pinet

Welcome & call to order

Review of Minutes: The minutes from May 11, 2012 were reviewed.
Motion to approve: Steve B., seconded by Stephanie; all in favor, none opposed, no abstentions.

The minutes from September 7, 2012 were reviewed.
Motion to approve: Steve B., seconded by Elizabeth; all in favor except Stephanie and Brenda who abstained, none opposed.

Announcements:

- Monthly DE Coordinator calls: The third Friday of the month Catherine will join a conference call with other DE Coordinators, which begins at noon; therefore she asked if the committee would mind ending at 11:45 a.m. The committee approved the meeting time change.

- DE Conference: Catherine sent an email to the committee regarding a conference on October 12th at Foothill College to see if anyone was interested in attending. She has already registered and it is free to attendees. The conference is called "Leveraging Technology to Support Students, Faculty & Staff". Amber said that Mary Johnson has expressed interest in attending.

- Distance Education Substantive Change report: A new manual was released from the Chancellor's Office on how to submit a substantive change report. Therefore Catherine did not send out the narrative as discussed during the last DE meeting. She and Denise Moss are working on strengthening the information that is already there, and then she will send out the narrative.

- Potential cross-college collaboration opportunity: This relates to Massively Open Online Courses (MOOC). This is supported by the Gates Foundation, and they would like to further develop the concept. Currently MOOC is used by larger universities that open their courses to large classes of 100 or more students. Students have full access to the course, and depending on how it is structured, the student may or may not receive credit for the course.

  The Gates Foundation has released a RFP for smaller colleges to have the opportunity to offer MOOC. The grant award is $50,000 and would include up to 10 classes.

  MPC is not pursing the grant, partly because of timing of the RFP and partly because the college does not have the structure in place to support this concept. However, this gives us the opportunity to figure out what does need to be in place and time to look at the online providers like Coursera and Udacity. One other concern is to make sure the quality of delivering online courses is defined. Catherine said there will be other opportunities and the college needs to be ready. The infrastructure and shared responsibility have to be in place.

The committee agreed to keep parts of the MOOC in the goals discussion, for example answering technology questions, like where is this hosted? Steve B. will investigate who is responsible for hosting and report back to the committee. This will determine the next step in technology issue questions. Catherine will look further into the grant to see if the question about hosting can be addressed.

Follow-up Discussion "Fail Safe" DE Platform: At the September 7, 2012 meeting, there was a discussion about limited downtime for online courses during a network outage. A motion was made, but tabled for further discussion during this meeting. There were several concerns raised about technology issues. Catherine said that the Academic Senate has put together a group of three faculty members to collate faculty concerns and the context for concern, and plan the resolutions with the new IT Director. The list will be given to the IT Director to help give them general guidance and knowledge of the technology issues on campus. Catherine, Alexis Copeland and Sue Hanna are on the committee.

It was agreed to amend the original **motion** to now state: The ICDE recommends further analysis of the feasibility of creating a failsafe system for the distance ed platform to limit downtime in the event of a network outage. This recommendation will be submitted to the Academic Senate sub-committee for presentation to the new Director of Information Services.

Motion to approve the recommendation: Steve A. made the motion, Jon seconded, all were in favor, none opposed, no abstentions.

Committee Priorities/Goals for 2012-2013: The list was reviewed and Catherine asked for additional ideas, also referencing the Strategic Initiative for MPC Online.

Additional suggested **goals**:
Adding Distance Education into the faculty contract, which is a negotiable item.

The Student Resource Portal: who accesses it, how many people access it, keeping it updated and possibly redesigning it.
After some discussion, it was agreed that Steve A. and Jon will review the Student Resource Portal and bring ideas back to the committee for approval before implementing them. Bruce and Catherine will assist.

Goal: *Continued progress on faculty online evaluations* – the committee needs to review the student evaluation process and consider educating a number of faculty members to be able to evaluate faculty teaching online using best practices.

A suggestion was made to develop a form that can be used as a starting point for peer evaluations.

Goal: *Structured support for Moodle in face-to-face environments* – Steve A. suggested creating a list of volunteers to answer Moodle questions. After some discussion, it was agreed that faculty and staff training needs to occur and develop a central place to put the questions and answers. This discussion tied in with the next goal.

Goal: *Streamlined faculty resources and protocols* – the Academic Senate wants to work collaboratively with the ICDE to define the meaning of high quality distance education. Amber suggested developing a five-step survey that students have to take before signing up for an online course. As a Counselor, she has found that many students should not have taken an online class and as a result not done well. The committee should look at what other institutions do for orientation and make it part of the SIS registration process.

Goal: *Moodle Shell* – need the information from CSUMB as to how many active Moodle Shells we have. Bruce to check with CSUMB.

Goal: *Student workers in Instructional Technology department* – this was added to the list as it is a factor in providing online help. Steve B. said that student workers do not have administrative rights, which limits the type and amount of assistance they can provide. It was agreed that Steve B. and Bruce will work on developing a task list, to define the types of tasks that need to be done for online help. The list will be reviewed by the committee to see what student workers need access to and what level rights they should have access to.

After the discussion of goals and activities, Catherine agreed to draft a list of high-level goals and specific activities that could support the goals based on the discussion from today. She will email the list to the group so that we can prioritize, approve, and begin working towards the goals before our October 19th meeting.

Professional Development Workshops for 2012-2013: Catherine said that workshops need to be planned for the coming year – the questions posed to the committee are how often, when and topics?
Suggestions were:
   o What I Am Teaching Online, with a panel of experienced faculty
   o Using Moodle for the First Time
   o Possible series of Moodle workshops: beginners, intermediary and advanced
   o @One Workshop
   o Intensive Workshop: 5 seats, noon – 1:00, sign-up (not walk-in or drop-in)

A suggestion was made to have a short survey sheet given to participants at the end of the workshop to see what they would like to have as additional workshops.

The committee consensus for the first workshop was @One. Catherine agreed to begin bringing resources together for a workshop on this topic.

Next meeting: October 19, 2012 10:00 a.m. – 12:00 p.m., **Stutzman Room**.

Meeting adjourned.