

## **DISTANCE EDUCATION / ONLINE TASK FORCE MEMBERS:**

Steve Albert; Jon Mikkelsen; Sarah Mawhirter; Alexis Copeland; Jonathan Osburg; Debbie Anthony; Richard Abend; Judee Timm; (also invited Sharon Colton; Kim Panis)

## **AGENDA MARCH 18<sup>th</sup>, 2010:**

Update on Kim's response to our suggestions for web page.

Update on our progress with content.

## **AGENDA MEETING MARCH 4<sup>th</sup>, 2010:**

1. Moving forward with web page - focus on content and how we will generate it.  
Review of web page Kim Panis mocked up.
2. Begin discussions on the issues surrounding student evaluations.

## **CONCLUSIONS FROM MARCH 4<sup>th</sup> :**

1. We decided to go with the library web page as the function and look for the online web page, rather than what Kim and Steve put together.
2. We decided to inquire about how Laura Franklin is moving ahead with student evaluation process.

## **FUTURE OBJECTIVES:**

1. Steve meets with Kim and discusses our final decision in regards to web page design.
2. We all populate our sections with links and ideas and content. We can use the online wikis in the ilearn page to do so.
3. We meet again on March 18th for an update meeting.

## **ACTION FEBRUARY 9<sup>th</sup>, 2010**

1. Steve and Kim Panis work together to mock up a web site.

## CONCLUSIONS FROM FEBRUARY 9<sup>th</sup>

Web page mocked up with tabs.

## AGENDA MEETING THURSDAY DECEMBER 3rd, 2009 :

1. Members are to bring together higher level ideas for their drop down menus.

## CONCLUSIONS FROM DECEMBER 3rd

(Also available on i-learn web site)

Higher level areas within which to generate content

Considering MPC Online tab:

Determine if MPC online is the right choice for you

Evaluate your need for student services

Select classes

Enroll

Get books

Begin your class

Succeed

Enroll Tab:

Apply for admission

Financial aid

Orientation - about college, services, already available on computer

Advising

Assesment, English / Math

Register for classes

Pay fees

Buy books

Log-in

Logging on to iLearn Tab:

Navigating iLearn Course Features

Sending Email Messages

Using a Wiki

Uploading Written Assignments

Taking Quizzes/Tests

Posting on a Discussion Board

Online Courses Tab:

On-line courses offered this semester  
On-line courses offered at MPC  
On-line transfer paths, eg: What would it take to transfer to SJ State  
business school? Counselors?  
CVC link to other schools offering on-line classes

Student Support Tab:

To be developed

### **AGENDA MEETING NOVEMBER 19<sup>th</sup>, 2009:**

We all meet up with Sharon Colton (Sharon's available at that time) in the computer lab in the Library on the second floor.

1. Briefly review MPC web page and other Junior College Online Course web pages (see the link below for an idea)
2. We use what we had suggested from last Semester and we what we see in our review of web pages to refine our "wish list" ... and we try to implement a change on that day.

It is one big brain-stormer kind of event. Keep it pretty open to get a good flow of ideas.

Here are some places to look:  
EXAMPLE FROM Las Positas

For a student-oriented DE information page, please see:  
<http://www.laspositacollege.edu/onlinelearning/index.php>

Tutorials about how to create an online course are here.  
<http://clpccd.blackboard.com>

Username: mpc  
Password: student  
click on "OCDP Online", and then on "course materials".  
"OCDP" stands for Online Course Development Program.

You can also see their online teaching resources page:  
[http://www.laspositacollege.edu/staffdevelopment/teaching\\_resources.php](http://www.laspositacollege.edu/staffdevelopment/teaching_resources.php)

We'll call it Phase 1 of the update.

### **CONCLUSIONS FROM NOVEMBER 19<sup>th</sup>, 2009 Meeting**

Five major categories which will be "buttons" at top of page when rolled over and will reveal a drop down menu list." - Bruce is working on the possibilities of designing the page that way and will report next meeting.

In no particular order .... with assigned person to generate the first set of drop down menu category areas for next meeting

Category 1: "Considering MPC online" - Jon Mikkelsen

Category 2: "Enroll" - Richard Abend, Jonathon Osburg

Category 3: "Online courses" - Steve Albert

Category 4: "Using i-learn" - Judee Timm

Category 5: "Student Support" - Sharon Colton, Stephanie Tetter

Keep our eye to migrating the initial ink to the term "Online" or "MPC online" or something like that (in the future).

## **AGENDA MEETING OCTOBER 29<sup>th</sup>, 2009**

1. Overall direction that MPC would like to see in Distance Education.
2. Support for an online education student resource web page.
3. Other items

## **CONCLUSIONS FROM OCTOBER 29<sup>th</sup> Meeting**

Well attended – John Gonzalez, Sharon Colton, Fred Hocstedler, Stephanie Tettler, Richard Abend, Judee Timm, Jon Michelson, Jon Osberg, Alexis Copeland

1. What is MPC's Distance Education direction?

John Gonzalez has a vision, but he thinks that the Academic vision should drive it. He is pro-online learning.

Vision: Develop capacity – support faculty, students and technology. But, leadership comes from faculty.

Showed us Santa Monica's approach which is something like 50% online. Is that a model to follow for MPC? JG – take baby steps.

Mentioned authentication issues.

2. We need to be careful when introducing online course as there may be a need to submit a Substantive change report.. Derived from ACCTC

3. Judee Timm and others strongly identified the need for a point person. Who has as top priority the development of MPCs online course and programs. Agreed, but what is needed is a plan to support the financing of such a position.

4. Agreed way forward:

a. Task force would meet with Sharon Colton and complete a significant update of the Students access and services point to MPC online. The Web page.

b. task force would meet and show each other their classes and how they function and basic pedagogy.

c. task force would consider generating a proposal for an online point person to guide the MPC online programs.

### **SYNOPSIS OF PREVIOUS YEAR (Only one Semester of meetings):**

The distance education task force Addressed 4 components last Spring Semester 2009.

These were:

1. Student services and orientation

One page “way forward” report generated. (see Wiki in ilearn space)

2. Instructor training

One page “way forward” document generated (see Wiki in ilearn space)

3. Faculty handbook Ideas considered but no real action taken.

4. Other philosophical questions?

List of ideas generated. (see Wiki in ilearn space)

The following goals were set as things to act on for Fall 2009 and Spring 2010:

1. Create a better student interface web page titled “MPC online” that includes our recommended changes from last semester. This would mean

using time from technology people to help build site from our direction.  
(direct connection to goal 1 from last semester)

2. Provide support for a ½ unit course on how to succeed in online classes. (direct connection to goal 1 from last semester)
3. Consider issues of quality in classes and support and training for increased number of online instructors.
4. Engage administration with regard to an MPC position in terms of the future of online education.