

Distance Education Standing Committee

Moorpark College's Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

Committee charter:

The Distance Education Committee makes recommendations on college-wide planning and accreditation issues related to distance education activities.

The specific tasks of this committee are:

- Review and evaluate campus-wide student success and equity data related to distance education
- Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College
 - Provide guidance on professional development activities related to distance education
- Monitor and document compliance with accreditation standards and state and national regulations

Agenda October 26, 2016 2:30 PM – 4:00 PM, A-138

Division/Position	Name	Present	Division/Position	Name	Present
Co-chairs	Jennifer Goetz	x	Dean	Amanuel Gebru	
	Lee Ballestero	x			
Athletics & Institutional Effectiveness	Allison Slade		Instructional Technologist	Tracie Bosket	
			ACCESS	Obalid Younan	x
Behavioral & Social Sciences	Cynthia Barnett Leeann Mulville/Rex Edwards		Student Service Council	Traci Allen	
		x	Associated Students	Sydney Pugh	x
			DE Coordinator	Joanna Miller	x
Business and Science	Cynthia Sheaks-McGowan Ruth Bennington	x	GUESTS: Chris Saavedra (Associated Students) Dave Fuhrmann (DAC) Brendan Purdy (Mathematics) Nenagh Brown (Social Sciences) Leeann Mulville (Criminal Justice)		
Enrollment Services, Health & Life Sciences		x			
Languages & Learning Resources	Diane Scorfano Perry Bennett	x			
Mathematics & Physical Sciences	Cynthia Reed Martin Chetlen	x			
Performing Arts & Student Life		Nathan Bowen Laura Gentry			
Student Success & Engagement	Traci Allen				

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Meeting Calendar 16-17 4th Wednesday 2:30 in A-138	Topic	Meeting Calendar 16-17 4th Wednesday 2:30 in A-138	Topic
8/4/2016	Set Goals	1/25/2017	OEI
9/28/2016	Canvas certification	2/22/2017	Canvas training
10/26/2016	Peer/Mentoring ideas	3/22/2017	Canvas training
11/23/2016	Update email to students	4/26/2017	Review Goals

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AGENDA

Topic	Discussion/Comments	Action
1. Welcome members & approval of minutes	Meeting began at 2:36pm. Newcomers were welcomed and introductions were made. Minutes were reviewed. Motion to approve by Martin Chetlen, Ruth Bennington seconds the motion.	Minutes were approved unanimously.
2. Dave Fuhram	<p>Overview:</p> <p>We currently are using Turnitin Currently Turnitin is overcharging us by double counting summer enrollment. Cost raises: Expect raise in prices since the following year. As long as the cost doesn't increase by 30%, everything stays within affordable limits. that Vericite doesn't do what TurnitIn can: lesser databases, originality checks. Discussion on potential problems that arise from this transition.</p> <p>D2L's services cease next year. D2L is more expensive, Canvas is better budget-wise.</p> <p>Discussion on the 24/7 canvas support - proved to be efficient and helpful to both students and faculty.</p> <p>Instructors holding on to D2L. Discussion on when D2L services should be stopped: contract ends on July 1. People are being trained, some people are vocal about staying on D2L, reluctant to move to Canvas.</p> <p>Hiring an additional technical specialist is approved by the District.</p> <p>Discussion on examining the training courses for Canvas. Committee unanimously decided that courses for Canvas are to be conducted. Discussion on approval of canvas training done outside of the district will be reviewed and accepted if it meets our rubric.</p> <p>Savings for professional development. Possible uses: distance ed servers. Discussion on the end date for D2L to be picked. Possible recommendations for smoothing the transitioning of distance ed platforms.</p> <p>Comments by Martin Chetlen: the problem of hiring professional individuals/ or professional companies (ADA compliant documents). Permanent resource is encouraged.</p> <p>Discussion on looking into D2L archive process in order to salvage the information and data that is needed.</p> <p>Respondus is not working with Canvas at this point of time (Canvas issue) scheduled to be fixed on November 19th.</p>	

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<p>3. Turnitin presentation (Diane) Workgroup to review other OEI resources?</p>	<p>Concern of instructors for losing Turnitin which is massively used by English instructors. Investigated OEI resources. Verifying and researching the products (resource Proctorio: proctoring online service. Cheating factor is a big concern among faculty and instructors.</p> <p>Suggestion by Ruth Bennington: 10 minute skyping or zooming with vendors/ presentations on different services and OEI resources.</p> <p>Overview: -We still will have to pay for Vericite. It's not free but rather 15%-25% discounted through OEI (Online Education Initiative).</p> <p>-Canvas - Vericite "native integration" not available yet; maybe in Nov. 2016. Without it, students don't see the plagiarism match icon next to their grade in Canvas.</p> <p>-If you use Vericite/Canvas integration, students have to click on one icon (Vericite) to see teacher comments and plagiarism, but another to see rubric (Canvas). With Turnitin, you can click on all those within Turnitin Feedback Studio.</p> <p>-Students already know how to use Turnitin from high school.</p> <p>-Turnitin will have a much bigger repository of students papers, since they are older and widely used across the country.</p> <p>-Turnitin has more agreements with proprietary database publishers.</p> <p>-Benefit of system-wide essay feedback platform = consistency versus one instructor uses My Writing Lab and another uses another publisher's tool. Additionally, using publisher tool passes on cost to students.</p>	
<p>4. District focus on DE classes (Jennifer)</p>	<p>In terms of FTE, focus is being made on DE's role and importance. CRN numbers are being increased. Need for more resources and/or faculty willing to teach DE courses.</p> <p>The plan is to grow FTE strategically. It is said that the growth must be 30%. Elaborations by the District are needed, should the growth be in CRN numbers, student enrollment in DE courses, or both?</p> <p>Steps are made towards the 30% growth, however, questions are being raised. Who will teach these online classes? What would be the disciplines chosen for DE? Discussions will be more prominent this and following year.</p> <p>Research is being launched to find success and equity data to compare between face-to-face, hybrid and online classes. Success should be defined (how many people pass the class?) Equity data will potentially help divisions strategically select which</p>	

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	<p>disciplines are good to be expanded to an online platform.</p> <p>Discussion on fully online degrees: fully online degrees are not marketed yet. Asked not to push the idea of fully online degrees. Wait until we are the members of SERA. Board of trustees are keen on growing online classes potential. Ads to promote online classes/degrees need to be made?</p> <p>Hybrid/online problem. Hybrid can be listed as online courses, by on ground meetings are needed.</p> <p>Students can work out with proctoring places themselves (hybrid classes problems)</p> <p>Online education initiative (OEI): proctoring network is being planned to be launched.</p>	
<p>5. Peer Review/Mentoring (Joanna)</p>	<p>Overview:</p> <p>Putting together a program in which faculty can volunteer to help faculty migrate to Canvas, or upgrade their skills online.</p> <p>Suggestion by Jennifer K-Goetz: Faculty must be paid (equity money can be potentially used for that). Proposal will be created and sent out/presented to the Committee.</p>	
<p>6. Final exam windows/time blocks in DE courses (Joanna and Lee)</p>	<p>Overview:</p> <p>DE students are inquiring about the final exam dates, as they are not explicitly listed in the semester schedules.</p> <p>Discussion on what the time window should be for the DE classes finals. Suggestion by Martin Chetlen: Sunday as the final exam day (DE course). Alternatives can be given to students for on-ground finals.</p> <p>Comment by Ruth Bennington: DE classes' finals should be shorter than the on-ground exam, as the assumption is that students have materials and resources that help with exam; no proctors yet to monitor the students during exams.</p> <p>Discussion on fully online classes that don't require on-ground final. Committee agreed on the window for the final exams to be chosen should be more open and ultimately accepted/left to decide for faculty.</p> <p>Putting information about final on syllabus and communicating with the students before the finals week.</p> <p>Discussion on whether to make recommendations for the faculty for when to schedule final exam dates.</p> <p>Discussion on making the DE course finals available on more than one specific day, Committee agrees that the timeframe can be expanded.</p>	<p>Committee votes to reschedule the next November meeting for the following week from the original date. Approved with one person opposing (Martin Chetlen).</p>

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<p>7. Automatic email to student-update (Lee)</p>	<p>Overview: Emails and notifications are already sent to students who registered for online/hybrid classes. Portal announcements are also available, however their content is outdated (last updated in 2011).</p> <p>Working on updating the content, should be done for spring registration. Strive to create a more student-friendly interaction.</p> <p>Suggestion by Ruth Bennington to send a welcome email to the instructors to in order to assess the message and decide if it should be changed or if any information should be added.</p> <p>Suggestion by Chris Saavedra to make the DE video mandatory to watch for students registering for online/hybrid classes. Can be done in a form of a pop-up (ability to decline to watch).</p> <p>Demos from vendors with videos that can potentially be used. Suggestion by Martin Chetlen: Make quiz checking if students watched and comprehended the video. Potentially negative impact on student enrollment for DE classes in a form of students not complying with the suggested requirements in order to be enrolled in the class.</p>	
<p>8. Comments:</p> <p style="text-align: center;">Adjournment at 4 p.m.</p>	<p>Next meeting: November 30th (postponed from Thanksgiving week to 5th Wednesday of month)</p> <p>Comment by Leeann Mulville: 50-50 on CJ students wanting DE classes. From the ones who wanted, 50% want late start classes. (Survey monkey questionnaire)</p>	