

## **Online Education Committee Friday, September 1, 2017**

**11:30-12:30 PM**

### **Zoom Teleconference Minutes**

**Taken by Phylise Smith**

**In Attendance:** Conan McKay, John Freitas, Michael Heumann, Kandace Knudson, Phylise Smith, Caleb Fowler.

Meeting called to order by Conan McKay at 11:31 PM, Friday, September 1. Conan asked for a Note-taker. Phylise Smith volunteered.

1. Everyone introduced themselves.

Conan works at Mendocino College and he teaches Child Development. This is his 2<sup>nd</sup> Year as Chair of the Online Education Committee.

Caleb is Dept. Chair of Computer Science. This is his first Academic Senate Committee.

John is at Los Angeles City College is Treasurer, past chair of Committee.

Kandace is the Distance Ed Coordinator at Sacramento City College.

Phylise Smith is a Dance Professor at College of the Canyons in Santa Clarita. She's taught online for over 10 years. She represents the Visual, Fine and Performing Arts on her school's Ed Tech committee and is also a peer faculty reviewer with OEI. This is her first Academic Senate Committee.

2. After introductions, Conan reviewed the Committee Charge: Items to do- The spreadsheet of Committee Priorities for 2017-2018 was discussed and displayed on the computer screens.

The Agenda was as follows

- a. Conditions of Enrollment for Online Education
- b. Explore participation in SARA for DE Offerings
- c. Creation of Local Online Education Committee
- d. Definition of Regular, Effective and Substantive Contact
- e. Professional Guideline and Effective Practices for Using Publisher Generated Materials
- f. Update the 2008 Technology Paper
- g. Using Saving from Adopting Canvas

Question was asked if Committee charge was written in priority order. Answer was that the committee would decide the priority order and most likely it would be the 2008 Technology Paper. The goal is to get a solid rough draft. Conan noted that the current paper would be sent out in a week.

John asked about writing a Title 5 roster paper for Conditions of Enrollment for Online Instruction.

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The Committee debated whether there was enough time to develop information on the Conditions of Enrollment. Kandace noted that other states have students participate in mandatory orientation and queried whether it was time to look at requirements for all students. She also said that participation we should keep informed about the discussions of the CCCC Distance Ed Tech Advisory Committee that has recently been re-started.

Phylise asked how ESL and other students would be affected with mandatory orientation and specific conditions for enrollment. Her concern is that their access shouldn't be impeded. It was suggested that such concerns would be addressed in the updated paper.

Next Kandace asked if the Committee should look at the state federal definition of Regular Effective and Substantive Contact. It was suggested that the Committee could work with OEI on this item and to look at whether the OEI rubric addresses concerns relevant to this topic.

In reference to the remainder of the Agenda items, Conan noted that most schools likely had Online Education Committees but it was an item that could be researched. He also noted that it was important to review instructors Publisher Generated courses. The suggestion was made this review was necessary to avoid correspondence courses.

Question was asked whether the Committee would look into Regular Effective and Substantive Contact based upon a school's compressed and regular academic calendar. The Committee agreed that this was a topic that also could be addressed in the Technology paper.

Conan noted that schools need to utilize savings from adopting Canvas and the Committee should develop a mechanism for reviewing what campus are doing in regards to savings.

After discussion of the 2017-18 Committee priorities, it was decided that the update of the 2008 Tech paper would be the main priority. The goal is to have the paper by Spring 2018. The first draft should be ready by Feb, and 2<sup>nd</sup> draft should go to Plenary.

3. The next item of discussion was the Fall Plenary. Conan said the Plenary would take place on November 2-4 in Irvine. He asked if anyone had any breakout session topics. If so, the topics needed to be submitted immediately. He noted that Accessibility would most likely be discussed but other topics could be suggested. The question was asked about credit for online labs and non-credit but not all schools had this issue. So would this topic be germane?

Local resolutions and broad issues resolutions were discussed. The issue of faculty credit for lab online or non-credit classes might be a topic for a local resolution.

A question was asked about reimbursement for Plenary attendance. Attendance at plenary sessions is optional for Committee members. It's best find local Academic Senate sponsorship.

The time frame for Area meetings was discussed. They take place October 13 and 14. Once all agenda items were covered, Conan asked if there were questions or other concerns. There were none.

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The meeting adjourned at 12:32 PM.

**The next meeting will take place Friday, September 22 10-3 at Sacramento City College.**

**PS**

**9/5/17**