ASCCC Online Education Committee
Minutes
January 27, 2017
10:00AM-2:00PM
Moreno Valley College

Membership:
Stephanie Curry, Reedley College  Stephanie.curry@reedleycollege.edu
X  Mark Fields, El Camino College  mfields@elcamino.edu
X  LaTonya Parker, Moreno Valley College  LaTonya.Parker@mvc.edu
X  John Stanskas, ASCCC Vice President  jstanskas@valleycollege.edu
X  Conan McKay, Rep at Large ASCCC, Chair  cmckay@mendocino.edu
Guest:  Julian Stanskas

Charge:
The Online Education Committee informs and makes recommendations to the Academic Senate Executive Committee and the faculty regarding policies and practices in online education and educational technology. The Committee supports quality online education and the effective use of educational technology by researching issues, writing background and position papers, and making presentations at plenary sessions and other events as needed. When appropriate, the Committee interacts with Senate standing committees, advocates for policies, and proposes resolutions.

1. Plenary Session Breakouts – LaTonya is going to Plenary, Mark is going to check with college
   a. Canvass
      i. Plagiarism (Verasite)
      ii. Proctoring
      iii. Roll-Out and PD for Faculty
   b. OEI, @ONE, Updates
      i. Rubric Updates
   c. Effective Practices in Online Education  **
      i. Voice Recordings Feedback
      ii. Direction to OEI Academic Integrity
   d. Accessibility  **
      i. What is 508 and ADA Compliant
      ii. What is the Office of Civil Rights
      iii. Use Jayme Johnson OEI

2. Resolutions
   a. Using Cost Savings from statewide adoption of Canvass to support PD of faculty transitioning to Canvass and faculty interested in training to become online education instructors (Improve 12.04 FA14)
   Possible Whereas about need for faculty training on Accessibility
   LaTonya can carry this resolution

3. Effective Practices in Online Education – Refer to attached outline for Assignments
   A resource document and reflection of current standards

4. Next Meetings by CCC-Confer and Due Dates
   a. Rough Draft Due (to Conan): March 10, CCC-Confer March 16 afternoon
   b. Revisions Due (to Conan): March 31, CCC-Confer April 7
   c. Final Draft: (John & Conan) April 14, Plenary Meeting April 19
   d. Send to Exec for May/June First Reading

5. Adjourn
1. Intro Conan

2. Effective Practices for Online Education Mark
   a. Regular, Substantive and Effective Student Contact
      i. Faculty
      ii. Students
   b. Problem Based Learning
   c. Personalizing/humanizing the Online Course
      i. Pictures, Videos
      ii. Podcast
      iii. Social Media
   d. Effective Ways to Evaluate online Teaching

3. Student Support Services/Instructional Support LaTonya
   a. What should be available for the Student
      i. Library, Counseling
      ii. Helpdesk/Technical Assistance
      iii. Online Tutoring
         1. Learning readiness
   b. Proctoring of Tests
      i. Authentication
      ii. Online vs in person

4. Accessibility Stephanie
   a. Federal Law/Office of Civil Rights
   b. Basics of 508 Compliance
      i. Closed Caption
      ii. Alt Tag
      iii. Headers
   c. Federal Law
      i. 508 Compliance
         1. Closed Caption
         2. Alt Tag
         3. Description of Pictures
   d. State Law
      i. Education Code
      ii. Title 5
   e. Chancellor’s Office Guidelines
   f. Accreditation
      i. Can a program be offered fully online (both positive/negative)
      ii. Regular Effective Contact

5. Curriculum Conan
   a. Course Design
      i. OEI Course Design Rubric
      ii. Pedagogical Soundness
      iii. Should this class be offered online
   b. Distance Education Committee
      i. DE Addendum
      ii. Other Local Requirements for Approval
      iii. Accessibility Review
      iv. Appropriate Instructional Delivery Method

6. Instructional Technology Conan
   a. Canvas and other LMS
      i. What elements should be available in the LMS you are using
      ii. OEI

7. Conclusion