**Call to order**: 2:35

**In attendance:** Zulma Calderon, Gabriela Olmos, Eugene Blackmun, Hank Fung, Lorraine Jeffrey, Lydia Llerena, Sheila Lynch, Jill Pfeiffer, Michelle Pilati, Jodi Senk, Steve Tomory, Irene Truong, Jose Aguinaga, Vann Priest, Gary Van Voorhis

Guest: None

**I. Welcome/Introductions**

Website has been updated to show membership

Shelia: Amend website to show Visual and Performing Arts

Lorraine: Correct last name spelling

**II. Approval of Minutes**:

Motion – Eugene Blackmun, Second-Jill Pfeiffer; Motion passes, minutes adopted by group

**III. OEC website commenced :**

Jodi Senk reviewed website

Meetings will be in LR 128 2:30pm; dates are posted online

Committee was asked to review by-laws before being posted on the website as there are several versions.

**IV. Focus group results (Appendix A)**

A focus group was conducted during flex; training was a common issue/theme

Gene: Thinks there is more training than people think

Sheila: Maybe have trouble-shooting sessions

Steve: Could use “tips and tricks”, different levels of training

Michelle: Can also call on Canvas for help 24/7

**V. Senate Resolution**

-Sheila provided a review of the senate resolution (also a handout was provided for the committee)

“Savings from switching from Blackboard to Canvas should be used to fund the support of online faculty.”

A question arose as to what other colleges are doing with the funds. Michelle responded “it varies”.

Jill discussed it could be an item in contract negotiations, as it was in the past.

Jodi shared a proposed budget for use of funds

Sidebar: Encourage OEI course review and getting more courses OEI certified (Jill and Michelle)

**VI. Online Ed conference**

Jill Pfeiffer attended the online teaching conference and provided a report.

Some highlights for awareness include:

* which classes should online, hybrid or enhanced
* difficult to stay connected with the changing pace of technology
* online ed should be in the equity plan
* various best practices should be reviewed; did not get on the list
* Equity: have not had much discussion of what equity looks like in an online environment

Jill presented the opportunity to join a cohort to meet to discuss equity online; meet 3 times; can develop a project, get money for conferences or a guest speaker. Three to five people per cohort and can have multiple cohorts

Due date to apply is 9/12. A list went around for sign-ups

**VII. Mission and Scope (Appendix B)**

Committee reviewed the mission statement. A suggestion was made by Lorraine to update the mission by changing “distance ed” to “online ed” for consistency.

**VIII. Goals (Appendix B)**

Jodi came up with possible new goals for 2017-19 in a handout. In addition, use of an online discussion rubric and online course rollover was presented to share with divisions.

**IX. Budget (Appendix C)**

A proposed budget was presented to the committee by Jodi. Committee members gave input to revise some areas, to include the Instructure conference, video software, and modify other items. The budget will be updated to reflect those needs, and presented to the VPAA by the Dean of Instruction.

**IX. OEI**

Michelle reported they hope to go live for spring by November; Marketing will begin in October; push Net Tutor; Proctoring service mentioned; get more faculty in the review process

**X. Other business**

Van asked to get a copy of faculty who are online certified; Jodi will send to him and to Jose to send to all deans

A question arose regarding peer review: “A faculty member (untenured, part-time) went through peer review last year. This year is being reviewed again on ground. Does she need a peer review?”

Peer review discussion tabled for next meeting.

**Meeting adjourned** 3:38pm

**Next meeting** is 10/9

Meeting minutes submitted by Gary Van Voohris

**APPENDIX A: Focus group questions for Online Ed**

1) How long have each of you been teaching online or using online enhanced capabilities?   
2) What have been the positives of teaching online? What are some of your best practices to share?   
3) What are the challenges teaching online?   
4) What opportunities should we seek to improve online teaching?   
5) Do we have issues using canvas?  
6) What types of training or workshops would you want?  
7) Would you like a "best practices" online class for online teaching resources?  
8) What can I do to help facilitate your learning/expertise? Would you want monthly training, once per semester training, guest facilitators, flex day training?   
9) If we offered flex or stipends, what would be preferable?   
10) If developed, would you be interested in a teaching for online excellence academy cohort?

**Positives and Best Practices (Strengths)**

* Self-starting students
* 4 yr students
* Enhanced interaction with and between students
* Strict polices for online learning/assignments
* Expectations and syllabus quiz
* Use of Canvas setting to send emails and texts
* Apps for Canvas; Google integration

**Negatives (Weakness)**

* Poor Canvas training (“Bad instruction and training for Canvas”-faculty member)
* Very little done the last few years; hardly any in-person training workshops offered
* Admins aren’t required to be online certified (how can they evaluate online classes?)

**Needs (Opportunities):**

* Synchronous/Asynchronous activities
* Rubric for online discussion
* Knowledge of Canvas settings
* Wiki/notes on how-to or best practices
* Pre-designed shell with instructions in red that can be deleted
* Promote Lynda.com
* New faculty on-site training; ongoing in lab
* Title V Rules and Reg (what are they?)
* Weekend support services (none during power outages or fixes)
* Student records (students get dropped, and all their canvas records are deleted)
* Faculty peer mentors (or committee members as division mentors)
* Certifications that are better; continuing ed; accepting other schools certifications; be enrolled in an online class for the student experience
* Required online preparation (done at other schools for 1 unit)
* Training and stipends; attend online ed conference
* Different levels of training (beginner, intermediate, advanced –like video creation)
* YouTube training
* Transcription information (3C media)
* MORE COMMUNICATION!

**Concerns (Threats)**

* BUDGET constraints
* Lack of admin understanding/support

**APPENDIX B: RHC Online Education Committee Mission and Goals**

**Mission and Scope (current)**

The Online Education Committee (OEC), a committee of the Academic Senate, develops and recommends quality standards for online education, develops best practices to ensure regular and effective contact in ~~distance~~ online education, makes recommendations to ensure online instructors conform to legal requirements including Title V, the California Education Code, and Section 508 of the Americans with Disabilities Act. Furthermore, it recommends training standards for faculty teaching through distance education and provides input toward the selection of course managements systems.

**Goals 2017-2019**

|  |  |
| --- | --- |
| **Goal** | **Progress** |
| Facilitate Canvas Transition and training for new faculty | Continuing |
| Regular and Effective Contact Policy and communication | Continuing |
| Support new and continuing professional development | Continuing |
| OEI services, updates | Continuing |
| Faculty Survey | New |
| Communicate online support/tutorials | New |
| Update Website with by-laws, policy, committee membership, training | New/Commenced |
| Compare community college resources and support for opportunities | New |
| Online proctoring services | New |
| Monthly E-Mail communication to faculty, staff, management | New |
| Peer Review Training Guidelines | New |
| Annual Board Report (courses, OEI, enrollment, demographics, retention, success, prof. development, LMS training/needs, classified support) | New |
| Sample Canvas Shell for online, hybrid, and enhanced | New |
| Updated forms, e.g. Online Ed curriculum (changed from Distance ed or VC) | New |
| Stipends for online certification, new courses, training, best practices, legal/compliance (Title V) and Proposed Budget | New |
| Attendance of Monthly Distance Ed Coordinators and Managers Meeting | New |
| Peer Mentors | New |
| Teaching for Online Learning Excellence Academy | New |
| Discussion Rubric | New/Developed |
| Certificate of Achievement (credit, for faculty, staff, students) | New |
| Budget transparency | New |
|  |  |

APPENDIX C: Proposed Online Education Budget 2017-18

