

DE Meeting Minutes 1/22/16

**Next DE Committee Meeting, Friday, 2/5/16, in the ITC,
10:30-11:30**

Attendees: Pam Guerra-Schmidt, Jim Toner, Sylvia Watterson, Roberta Worth, Judy Reiman, Julie Ingber, Jill Olson, Kathy Schutz, Joe Ryan, Melissa Colón

Save the Date: for the Online Teaching Conference 2016, scheduled to take place June 15-17. The event will return to San Diego for the third year in a row, by popular demand.

Introductions & Welcome New Members



OEI Update – Current Classes being taught in Canvas spring 2016, 4 are in the OEI, piloting Canvas, Online Student Readiness (Quest Program), and Online Tutoring and (TBA) Academic Integrity tools. The OEI Pilot ends this spring 2016. Instructors who are willing to go on with the OEI Full Exchange will need to have their classes evaluated in Canvas using the [OEI Course Design Rubric](#), this spring 2016, even if they have gone through the evaluation/review process in the beginning of the OEI Pilot last spring 2015.

Columbia College Spring 2016

Instructors	Course	Modality
Curtis Martin	History 16-2728-US to 1877	Online
Kim Gyuran	Spcom 5-2909-Intercultural Comm	Online
Kim Pippa-Tonnessen	English 1A-2919	Online
Pam Guerra-Schmidt	Child Dev 1-2267	Online
Melissa Colón	Educ 50-2657-Online Course Dev	Online

As a recap, both colleges adopted Canvas as their course management system this past fall 2015. Mike Smedshammer, Margo Guzman, Brian DeMoss and I continue to meet weekly and/or bi-weekly with Canvas Implementation teams. MJC is currently running 10 courses in Canvas. The 4 instructors in the OEI pilot courses have access to 24/7 Canvas Help Desk, OEI Instructional Design and Faculty Support Calls. All OEI students have access to 24/7 Help Desk support.

All others (both non-OEI Faculty and Students) in Canvas have evening and weekend Help Desk support along with our normal daytime Online Learning Support Desk at MJC which is available Monday through Saturday. Cheryl Chavez is being trained in Canvas.

Committee Discussion:

Pam is part of the OEI pilot and teaching her CHILD 1 in Canvas this semester. She weighed in to let us know with the excellent support from Canvas and spending some time rearranging and developing content she is finding that some of the different Canvas tools are growing on her and turning out to have some great features. She would like me to also mention that it was invaluable to work together because we spent several hours migrating over her course, going over the Canvas infrastructure and also working with the publisher to connect and deploy the assignments. She would like to encourage everyone to be involved in a cohort training.



Canvas Training Plan & Timeline

Instructors will be teaching in Blackboard and Canvas currently over the next 18 months and we will be starting our training with Canvas this semester for those ready to teach or use an enhancement in Canvas for summer 2016, fall 2016 and beyond.

The last semester we can teach in Blackboard is spring 2017.

Opportunities available this spring 2016 semester to train in Canvas.

1. For **new to online teaching and learning** - EDUC 50 - Online Course Development starts 2/22-4/29 will be taught in Canvas, sign up for units or professional development (arrange with your Dean)
2. Self-paced Canvas with @ONE (free) <http://www.onefortraining.org/>
3. Facilitated Canvas Training with @ONE (see offerings and schedule) <http://www.onefortraining.org/>
4. 6 Hour Cohort Training virtual and/or face-to-face
5. Super Saturdays
6. Several 1 hour Flex-Training, virtual and/or face to face

Note: For experienced online instructors the 6 hour training cohorts will start sometime in February. This cohort will be using a Canvas Training Shell and require virtual or face-to-face sessions.

Committee Discussion:

During the fall, there were 3 flex trainings on Canvas that had encouraging attendance. Each full time faculty has 2 sandboxes that have been created for them in Canvas.

Adjunct faculty can request a sandbox from Melissa. Kathy Schultz recommended the Canvas Cohort training consist of several sessions as a lecture/ lab with an hour to two hours of lecture and an hour to two hours of lab to accomplish the goals. This could be done online or face-to-face. Everyone seemed open to also having a super Saturday training. Melissa will be taking a look at some dates and times to send out. A few of DE committee members will be early adopters and can help as Canvas Ambassadors.

Action: Melissa will send out training opportunities and training dates for first cohort, flex-activities, @ONE courses and the EDUC 50 course.

What Student and Faculty Resources are Needed to Support the Transition?

Discussion and Brainstorming



- Notations in Schedule for Online Resources
- Online Learning Ambassadors
- ITC Assistant (Austin) Trained in Canvas
- Additional Communication with Students, Departments, Deans, Admin and Admin Support

Action: Committee Members will continue to send ideas to Melissa to discuss at the next DE Committee Meeting.

Areas Under-represented with Online Offerings

Goal: The DE Committee/Coordinator working with Departments, Deans and Enrollment Management Committee to create a (*Liberal Studies Degree*)

- Math
- Speech
- Social Sciences (Sociology, Psychology, Political Science, Anthropology)
- Forestry and Natural Resources
- Geography
- Business
- Physics

Committee Discussion:

We discussed how it will be important to plan a “balance” of online and face-to-face offerings and encourage faculty to offer courses in some of the under-represented areas. Faculty have raised concerns that some of the online courses will fill and leave the face-to-face sections under enrolled. These concerns and enrollment strategies will be ongoing discussions.

Action: Melissa will request to be invited to the Deans and Admin meetings to discuss planning strategies. It is important for as many of us who are able, to attend the Enrollment Management Committee that Interim Vice President of College & Administrative Services Brian Sanders, is chairing.