

**Columbia College**  
**Distance Education Committee Meeting**

**Date:** Friday, February 5, 2010

**Location:** ITC

**Time:** 10:30 am – 11:30 am

**Attendance:** Jake Beck, Melissa Colon, Kathy Schultz, Kirsti Dyer, Kasey Fulkerson, Judy Reiman, Joan Canty on Skype

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Email Blast	Jake Beck	<ul style="list-style-type: none"> <li>The <b>Dear Online Student</b> email blast is still on hold due to a district server issue and the inability to email outside the YCCD server.</li> </ul>	Jake is awaiting a solution from district to complete the project.
Academic Integrity	Kirsti Dyer Judy Reimen Jake Beck	<ul style="list-style-type: none"> <li>The AI sub-committee from within the Academic Senate formed and has brought back recommendations for a citation ticket to the faculty for our feedback and input.</li> <li>It is important to remind the AI Committee of some resources the DE Committee had previously worked on such as the available funds we have (\$150) for awareness posters from the Title III account, and an AI Web page Kirsti had created as an example.</li> <li>Jake suggested he could also put together a survey for students to access and test their awareness of AI.</li> </ul>	Melissa followed up with an email to the AI Committee after the DE meeting.
Early Alert	Kirsti Dyer	<ul style="list-style-type: none"> <li>Kirsti reported the Early Alert form was not accessible from off campus and had contacted Susan Medeiros.</li> </ul>	Just as an FYI
BB 9 Migration Plan	Melissa	<ul style="list-style-type: none"> <li>Currently Melissa is training everyone on BB 9 in preparation for fall 2010 when we will use BB9 exclusively. Those who would like to use BB in their classrooms as an enhancement are using BB9 and Melissa is setting up the shells and manually enrolling students into the classes. This is a good way to beta-test and document issues with little risk to the disruption of a class since it is being used in the Face to Face environment.</li> <li>We are waiting to get direction from the district on when they will create the new live shells in BB9. The fall 2010 schedule is almost completed for Columbia College.</li> <li>There will be a new version of BB 9 (BB 9.1) by the end of March per BB and a file manager will be one of the new additions to the structure.</li> <li>Technology Training will take place throughout the spring semester with two 4 day intense trainings in May &amp; August.</li> <li>We may move forward with moving BB8 materials to BB9 as a test to see the results as soon as the schedule is set for fall online classes and we know exactly what is to be moved.</li> </ul>	Melissa will follow up on timelines on the fall schedule, creation of BB 9 shells and the Migration Utility Tool to be able to move BB8 materials to BB9 shells.

		<ul style="list-style-type: none"> <li>The optimum goal would be to know exactly where we are at with <b>all</b> of this and if the migration of 8 to 9 materials is successful by the May training. Otherwise instructors will have to start building their classrooms from scratch.</li> </ul>	
Library Proctoring	Melissa	<p>Brian Greene, our librarian has offered to help us in a limited fashion for students who miss scheduled proctored exams for hybrid courses. There are logistical and monitoring challenges since the library is not set up to proctor online exams. Brian is willing to work with us if we provide some guidelines that the library can reasonably perform. Currently there are no designated proctoring classrooms. To accommodate a proctored exam, Instructors have reserved Computer Labs and are looking into “Open Proctoring” alternatives.</p>	Provide guidelines to Brian Greene for proctoring online students who miss exams.
Wait Lists	Melissa	<ul style="list-style-type: none"> <li>There are many issues surrounding wait lists for online classes. We were asked to make recommendations for waitlist management with either a percent or number over the allotted classroom capacity to be able to close the waitlist.</li> <li>The thoughts are that instructors (individually) could let the Dean know of the max wait list number over in order to close the class. Some online classes have had up to 60 on the waitlist and budgetary constraints or Adjunct load restrictions have prevented the college from offering additional sections.</li> <li>Another suggestion is turning off the e-Add card and students will not be able to request an access number, although many students just simply email the instructor for permission.</li> </ul>	All DE Committee Members
Next Meeting		<p style="text-align: center;"><b>The next DE Committee meeting will be held on Friday 2/19</b></p> <p>Future Goals and Topics for the committee:</p> <ul style="list-style-type: none"> <li>Guidelines for Library Proctoring (Limited Students)</li> <li>Recommendations for Wait Lists</li> <li>“Open Proctoring” Official Form</li> <li>Copyright and Fair Use Guidelines</li> <li>Accessibility &amp; Universal Access Guidelines</li> </ul>	All DE Committee Members

		<ul style="list-style-type: none"><li>• Closed Captioning and EduStream Hosting Workflow</li><li>• Turnitin Contract up July 1st</li><li>• Revised Student Orientations, Resources and Migration Plan for BB 9</li></ul>	
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Attachments:

Meeting Minutes by Melissa Colón

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