

Distance Education Committee Agenda – Merritt College

Date: 12/05/2018

Time: 1pm

Place: S434

I. Meeting Called to Order/Introductions

II. Adoption of Agenda

III. Approval of November Minutes

IV. Presentations:

a. Review and Reflections of DE for Merritt 2018 – Ambalal

b. Approval Process for OEI – Ambalal

c. Distance Education and Senate: adhering to 10+1 – Rivas

V. Discussions and Action Items

a. Continued Suggestions for DE update in College Catalogue

b. Suggestions for Turnitin.com contact

c. Preparing Instructors for DE at Merritt College

d. DE Goals for Spring 2019

VI. Meeting Adjournment

Distance Education Meeting Minutes

Place: S-building Division II office

Date: 11/14

Time: 1:09

Attendees: Syed Husain, Donna Eyestone, Monica Ambalal, Kim Murphy, Nghiem Thai, Mario Rivas

I. Meeting called to order

II. Minutes Approval

III. Agenda approval

a. move to include OEI topics on agenda (Hussein)

IV. Discussions

- a. Joining the OEI consortium - how prepared is Merritt College? Peralta?
- b. Merritt College EDT courses – to help approve instructors for DE (AP4105)
- c. Future inclusion of the Peralta equity course rubric
- d. Online readiness and resources for DE students
 - 1/2 unit course for new online students
 - self-readiness quiz for new online students
 - the need for an hourly position specifically for DE assistance

V. Action Items

a. Merritt College DE Mission Statement edited. To be sent to Academic Senate for approval.

b. Committee requests Senate approval for the following positions:

Chair – Distance Education Coordinator (Monica Ambalal)
Faculty Members – Kim Murphy, Donna Eyestone.
Library Representative/CIC – Nghiem Thai
Dean – Syed Hussain

Open positions: student representative, counselor, classified staff, CE representative, 2 faculty members.

c. DE website update

- To include agenda and minutes items online for DE Meetings
- Continued maintenance and accessibility

d. Annual Program Review – Merritt College does not currently have a program review for DE. Will need to complete for 2018/2019 year.

e. Merritt College Catalogue Update – In need of assembling material to include in the new college catalogue pertaining to distance education. Suggestions include: contact information, mission statement, goals, how to access Peralta Portal.

f. Turnitin.com – The college is searching for a ‘contact person’ (traditionally admin or staff) to help us with getting a turnitin.com contract.

Action completed: Foothill college was contacted as an example – they maintain an Online Learning Center. Merritt does not carry such resources, please recommend someone.

VI. Meeting Adjournment - 2:16pm

NOTES:

Merritt College Distance Education Mission Statement

Distance education promotes the delivery of online and hybrid distance learning courses that meet the educational needs of our students, by using innovative and accommodative technology, and good teaching practices by well-trained faculty members.

AP4105

A. The instructor must use or commit to using a recognized CMS/LMS (course or Learning management System) to deliver course content, which adheres to the following standards:

- Welcome/Orientation
- Organizational components
- Instructional modalities
- Assessment practices and expectations

B. The instructor must have the following three elements in place prior to being assigned an online course:

- Has received training in the use of at least one course management system (such as WebCT, Blackboard, ETUDES-NG, MOODLE, Canvas)
- Has successfully completed a course in how to teach online, such as “Teaching an Online Course” (offered by PCCD/Merritt College, @One, another community college, another appropriate external entity or UC extension course)

- 3. Uses the Peralta email system (with a peralta.edu email address) and has a Peralta webpage on the college website that hosts the online course.

C. Recommended preparation includes that the instructor:

- Has enrolled in an online course of some kind
- Has worked with a mentor who is an experienced online instructor