



CUYAMACA
· COLLEGE ·
LEARNING FOR
THE FUTURE

ONLINE TEACHING AND LEARNING COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on February 11, 2005 at 10:00 a.m. in the TLC.

Members present: Rik Barnes, Ted Chandler, Tom Doyle, Susan Haber, Dave Raney, Kari Wergeland, Madelaine Wolfe

Members absent: Kathleen Aylward, Greg Gomez, Tim Phillips, Jodi Reed

Guests in attendance: Pei-Hua Chou

Recorder: Sharron Hamlett



Minutes from the December 10, 2004 meeting were approved as read.

***Approval of
Minutes***

Three new items were added to the agenda.

Rik Barnes reported 4 faculty attended his workshop on Blackboard and 100% of the people have followed up and worked directly with Rik. In the past, the workshop has been very well attended.

***Reports
Staff Development
Week***

The committee heard a lot of positive comments from the audience about the panel discussion and everyone seemed to enjoy it. Madelaine suggested the committee do this type of presentation in the Fall. Tom suggested it be done every semester.

Rik reported the help desk has expanded its hours to expand evening hour coverage.

***Help Desk and
Classes***

Rik reported the student orientation to Course to Course Management Workshop was very well attended. Susan reported it saved 5 students from being dropped from her online class.

Rik reported that over 204 people have accessed the WebCT website. There were 915 hits on the GCCCD website.

*Help Desk and
Classes (con't)*

Rik reported the types of phone support that they are providing. He brought up a problem that they have encountered regarding Financial Aid students. The committee discussed the issues and options and agreed to leave it the way it is and any problems would be referred to the help desk.

Pei-Hua announced that they would like to continue to expand the help desk based on feedback from faculty that this has been very helpful to students and faculty alike.

Jodi was not available to report on Ed 299. Kari reported that it may not be needed every semester.

Ed 299

Kari reported the handbook will be going to the Senate in 2 weeks for approval. After approval by the Senate it will be distributed electronically to all faculty, it will also be on the website under the faculty link and the GCCCD online link. Madelaine suggested Kari write a letter to be included in the front of the handbook.

Handbook Update

Madelaine passed around an email that she received that lists all new courses added from May to the end of the year. The CVC listing is a combination catalog and schedule.

*CVC Statewide
Listing*

Madelaine shared a brochure with the committee as information on Master's degrees on line.

*Info on Master's
Degree Online*

Madelaine shared data of online students and there was discussion about the issue of being able to track where students are from. The committee agreed they were not ready to pursue this.

***Map of Online
Students***

The committee discussed the issues and it was decided we weren't ready to collaborate with them on any new projects at this time—though we would not rule out future collaboration as both programs grow and change.

***Collaboration with
Grossmont
College***

Madelaine announced Tim Phillips is on a partial contract this semester. The committee agreed there is not a need to replace him for the semester.

***Other
Tim Phillips on
leave***

Susan announced that very few people on wait lists actually show up at her orientation. Madelaine announced that when we get the new Datatel system priority wait lists will be automated.

*Growth &
Enrollment Issues*

Jodi announced she is looking for faculty to be interviewed by students. Ted volunteered. Madelaine suggested Jodi send an email to online faculty to see if they would like to volunteer.

*Faculty for
Interviews*

The committee agreed to meet every other month and once in May to wrap up the semester. There will not be a meeting in March.

Meetings

The meeting adjourned at 11:45 a.m.



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T H E F U T U R E

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on April 8, 2005 at 10:00 a.m. in the TLC.

Members present: Rik Barnes, Tom Doyle, Dave Raney, Kari Wergeland, Madelaine Wolfe

Members absent: Kathleen Aylward, Ted Chandler, Greg Gomez, Susan Haber, Tim Phillips, Jodi Reed

Recorder: Sharron Hamlett



Minutes from the February 11, 2005 meeting were approved after a minor revision on page 1.

Approval of Minutes

Kari announced the handbook has been approved by the Senate and is waiting for IPC to approve. Kari gave Madelaine a draft of the letter that she will attach to the handbook when distributed to all faculty.

***Reports
Handbook Update***

This item was tabled, Jodi was not in attendance to discuss.

Online Teaching Course

Madelaine announced that the College was awarded a grant in March to develop online courses. \$10,000 has been specified for faculty stipends for 2005-06. She discussed the criteria with the committee for the stipends for Online Course Development.

***Congressional Award
Criteria for stipends***

Madelaine distributed the draft Proposal and Application For Faculty Stipend that she and Kari developed after the committee met to develop criteria and the rating of the applications. The committee discussed the draft application and made revisions.

Madelaine distributed a draft rating sheet that would be used to determine stipend awards, the committee discussed the rating sheet and made recommendations for revisions to the rating.

Madelaine, Jodi, Kari and Rik will be scoring the applications in May.

Kari recommended the committee wait until the Fall to have this discussion because it will be very involved.

***Online Materials
for Webpage***

Tom announced there have been 2 outages in the last two weeks and he discussed the problems that have been encountered because of these outages. He also made some recommendations on how to address the problems.

***Other
Technology Outage***

Dave recommended having a contact for the students who have problems outside of office hours. Rik stated they are looking into the possibility of having the LRC lab aides take calls until the LRC closes.

Help Desk

Kari announced the May meeting will be about ADA compliance requirements (closed captioning). Brian Josephson will be attending the meeting to discuss these issues. The committee discussed issues they feel are important to address.

ADA Compliance

Tom brought up concern about the number of committee members that are not attending meetings and how important it is that all members participate. The committee agreed and Kari will send an email to all members to confirm whether this time is still a good time for the committee to meet.

The meeting adjourned at 12:00 p.m.



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T H E F U T U R E

**ONLINE TEACHING AND LEARNING
COMMITTEE**

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on May 13, 2005 at 10:00 a.m. in the Library.

Members present: Rik Barnes, Ted Chandler, Tom Doyle, Greg Gomez, Susan Haber, Dave Raney, Jodi Reed, Kari Wergeland, Madelaine Wolfe

Members absent: Kathleen Aylward, Tim Phillips

Recorder: Sharron Hamlett



Minutes from the April 8, 2005 meeting were approved as read

***Approval of
Minutes***

Brian Josephson, Interim Alternative Media & Access Specialist made a presentation to the committee regarding ADA requirements and the committee asked questions.

***ADA Compliance
Requirements
(closed
captioning)***

Brian Josephson announced the College has applied for a grant and they are hoping to have 2 full captioning sets of equipment to caption materials. One will be in the DSP&S Hi-Tech Center and one will be in the TLC.

Pei-Hua mentions the local SDICCCA LRC Consortium is looking into the closed captioning issue. They are lobbying the legislature statewide to have the publishers caption all materials.

Jodi mentioned our Word Processing department is a possible resource to help with transcribing materials into written format.

Brian handed out a notebook of resources regarding ADA compliance to the committee.

Susan suggested the word needs to get out to all chairs/coordinators to get the information out to all full-time and part-time faculty. Madelaine

announced she would have to go to the Deans on a strategy to get the information distributed, she suggested a check list on how to get started.

Brian announced this is informational to begin a 3-5 year action plan. The goal of the committee is to have a check list out to all faculty Fall 2005.

Kari distributed a draft of a letter that will be distributed with the handbook. The handbook will be available online and it will be updated as needed.

Susan requested a bound copy of the handbook. Madelaine will send a copy of the handbook to everyone on the committee.

Jodi shared a copy of a couple of books that give faculty a sense of teaching an online class.

This is the 2nd time she has taught the class. She passed around a list of assignments that are done in her class. She announced that we have aligned with Grossmont on this class. Grossmont will teach in the Fall and Cuyamaca will teach in the Spring.

Jodi passed around a survey of her students and 70% of her students completed the class.

Rik will follow up with faculty who have taken the class to see if they need follow up help.

Jodi discussed how and what she did in her class. She is going to do a workshop during Staff Development week and Susan Haber will be a co-presenter with her.

In reference to the IS issue – Kari announced if you have a problem, leave a message on the IS help line (7547) and it goes to a pager. Your call will be returned.

Susan Haber distributed some information that she received at a State Senate meeting regarding exemplary classes that are taught online.

The committee agreed to meet the 2nd Friday of each month from 10am-noon in F106.

The meeting adjourned at 12:00

Reports

Handbook Update

Letter of

Introduction

Online Teaching

Class

Other

*2005-06 Meeting
Times*



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**ONLINE TEACHING AND LEARNING
COMMITTEE**

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on September 9, 2005 at 10:00 a.m. in the F-106.

Members present: Ted Chandler, Susan Haber, Pete Haro, Dave Raney, Jodi Reed, Larry Sherwood, Deanna Thompson, Kari Wergeland, Madelaine Wolfe

Members absent: Tom Doyle, Greg Gomez, Tim Phillips

Recorder: Sharron Hamlett



Minutes from the May 13, 2005 meeting were approved as submitted.

***Approval of
Minutes***

Deanna Thompson announced that Brian Josephson is working with Web CT & Blackboard issues and she is dealing with all other issues.

***Reports
Help Desk Issues***

They are in the process of gathering questions for FAQ's. Major concerns from the support standpoint are there are a variety of ways instructors are allowing students to be signed in. It would be helpful if there was a standard download/upload process from the district.

The committee discussed several ideas on how to handle this problem until a standard process is implemented. Madelaine stated that she can easily expand the class grid that she has which would include the following questions: Do you allow students to self enroll?
How do you handle late add students?

Deanna stated any suggestions are welcome and helpful. They are in the process of working on and preparing orientations for students and faculty.

There was discussion about uploading information daily.
Larry will check into the timeline for implementation of Datatel.

Deanna suggested creating a form for faculty who are requesting web containers. Dennis Simms is looking into creating this form; the only

problem may be whether the instructor is teaching. Madelaine stated that she could provide this list. This form will allow the help desk to assist instructors with problems they encounter. Madelaine suggested they be referred to the Standards of Good Practice.

The committee discussed issues regarding instructors teaching blended classes, the need for basic knowledge of WebCT and how to set up and access their technology components they use. Madelaine announced in the Spring schedule there will be a page about blended courses and the classes that are approved for this format.

Dave suggested changing TBA in the schedule to WEB because it confuses students. Madelaine will check into that. Jodi suggested standardizing the information in the schedule for blended classes.

Larry distributed a sample of what the librarians hand out for logging into WebCT and Blackboard. He also announced Brian has applied for another grant and will find out next Tuesday if it has been awarded.

This item was tabled since Brian Josephson was not in attendance.

ADA Compliance Update

Kari announced Deanna Thompson has been approved by the Classified Senate and Pete Haro has been approved by the Academic Senate to represent their respective groups on this committee. Deanna will serve as a proxy for Rik Barnes since he is no longer with the college.

Membership Update

Madelaine gave a report to the committee regarding the Student Equipment Assistance Congressional Award which provides support for blended and online courses. She announced the stipends that were awarded to faculty for Fall 2005, Spring 2006, and Fall 2006.

Congressional Award Update

Kari asked the committee about the resources that Rik started to develop. She suggested the committee give these to Brian & Deanna as a resource. Susan said the Browser tune-up would be a helpful to her students. Madelaine asked the committee to review these documents and there will be discussion as to which resources need to be implemented.

Discussion
Online Resources from Rik

Larry asked for input from the committee about creating Rik's job description to accommodate the needs of online courses. There is a need to refine this position. His goal by the end of the semester is to be able to go to Cristina about suggestions on this support position and how they visualize this position.

Susan discussed some of the problems with students who attend Saturday orientations. Madelaine stated our office will make a standard form to put on the door for Saturday orientations.

*Online Course
Orientation Signs*

Susan gave the committee an update on the maximums. Madelaine distributed the faculty contract in reference to class maximums. Past practice has been to set our online course maximums the same as our face to face maximums to be equitable. It is a union issue and should be discussed. Kari suggested that the online committee and the UF meet to discuss this issue.

*Online Class
Maximums*

Madelaine announced our main goal is to define how we are going to implement ADA compliance in reference to closed captioning. Madelaine asked Pete to bring information to the committee on how Southwestern College handled the ADA issue when a class is proposed and what their approval process is. The committee agreed there is a need for training and support.

Other

The committee discussed issues they want on the agenda as goals. Dave stated that he would like the committee to receive periodic updates on the progress of Datatel. Larry agreed to give periodic updates to the committee.

Madelaine expressed her thanks to Larry Sherwood and the TLC help desk for how helpful they have been.

The committee discussed online tech support for WebCT or Blackboard. After discussion of several issues the committee will look into options for help. The committee agreed that there should be a sequence of workshops on how to get started.

Susan announced the network was down over Labor Day weekend and Larry is going to take this issue to the District. Larry will report back to the committee on this issue.

Madelaine announced with all the construction over the next few years there will be many interruptions of different services campus wide. Jodi suggested back up plans for technology. Contingency plans are important for access to online classes.

Susan brought up the issue of additional notes in the dynamic enrollment schedule. The committee agreed this needs to be brought up in ITC so it can be addressed. Madelaine announced A&R is looking into ways for students to get these notes. Because the system will be changed to DATATEL they are not putting a lot of time into making changes to what we currently have.

The meeting adjourned at 12:00

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on October 14, 2005 at 10:00 a.m. in the F-106.

Members present: Ted Chandler, Susan Haber, Pete Haro, Dave Raney, Jodi Reed, Deanna Thompson, Kari Wergeland, Madelaine Wolfe

Members absent: Tom Doyle, Greg Gomez

Guests: Brian Josephson, Larry Sherwood

Recorder: Sharron Hamlett



Minutes from the September 9, 2005 meeting were approved as submitted.

***Approval of
Minutes***

Brian stated there are a few changes/additions that need to be made to these resources he couldn't recall the exact changes because he didn't have the documents in front of him one example is Lexus Nexus. Kari distributed a copy of what Brian is developing for the website, it is not live on the website yet.

***Reports
Online Resources
from Rik***

Madelaine distributed a flyer that she is working on for faculty who are willing and available as a resource for online faculty on a voluntary basis. The committee made suggestions for additions/changes, Madelaine will revise the flyer and it will be distributed to all faculty in their mailboxes.

Help Flyer

Dave distributed a flyer regarding the merging of Blackboard and WebCT. There was discussion about the benefit of this merger.

Deanna stated the same students seem to be calling repeatedly for the same problems. She is working with Susan Haber because one is her student. She has about 3 or 4 students who are having difficulty. She has met with Mike Campbell he uses Blackboard and will come to this

Help Desk Issues

meeting to talk about having the benefit of having a standard upload for students to add a class log on. Deanna stated that Mike Campbell is interested in serving on this committee.

Madelaine announced Henry Eimstad is aware of the problem and will be working with ITC to solve this issue.

Pete reported Southwestern's protocols to the committee in reference to their online courses and ADA compliance. Larry Lambert at Southwestern has offered to come to a meeting to answer any questions about ADA compliance.

SWC Protocols

There was discussion about the closed captioning of news clips. Brian stated that he has directions to turn on the closed captioning on for Windows Media Player on his website; Madelaine suggested this be a Staff Development Workshop where Brian would demonstrate the process. Jodi explained the benefit of this workshop to faculty.

Deanna stated some components in Blackboard are not ADA 508 complaint (chat rooms). Deanna stated there are utilities that you can run which will tell you what may or may not be in compliance with ADA. Brian stated Accuverify is also a utility that is free that will run through a website to check for compliance.

Jodi announced there is a caption service available that can do voice (audio) conferencing and chat that will be captioned by a free caption service.

Brian announced the grant to address closed captioning has come in. \$18,000 has been assigned for equipment. Rocky, Brian & Beth attended some training on this equipment. They are looking at having workshops on closed captioning for faculty. They received 17 or 18 decoders that will be hooked up to the VHS and installed in the smart classrooms. The decoders show the closed captioning.

ADA Compliance Update

They are talking to Shawn Keegan at the High Tech Center regarding Rapid Caption and High Caption which is a free program. Magpie is another free program. They are looking at several different software packages that are available for accessibility. Brian announced there may be some more money available for additional equipment.

Deanna announced the College owns Acrobat Reader and you can order a license through Sandy Beasley for a lot less than purchasing it on your own. Madelaine asked if Larry would develop a list of the College owned software that chairs could order an additional license for their department which would be more cost effective than ordering on their own. Larry asked if this list could be posted on the web as faculty resources the committee agreed this is a good idea. Susan suggested that this list also be distributed to chairs so they can include it in their AMP if faculty need this software on their individual computers. Brian

said it would be helpful to know what software license and the number of licenses the District owns. Larry will look into the possibility of developing this list.

Kari announced the next steps to become ADA compliant will be a plan that the committee will develop. Madelaine suggested the committee outline what needs to be done. (general steps)

Discussion
*ADA Compliance –
Next Steps*

The committee brainstormed some ideas on what the committee needs to do to develop this plan. The committee grouped the list and Madelaine suggested the committee review the handouts that Brian handed out a few months ago (**Rio Hondo & SDCCD checklist**). The list will be typed up and brought to the next meeting for further discussion.

Jodi shared that the links in Webct are not linked and students can't tell what is clickable; she would like the committee to ask IS to underline these. Kari will take this question to the ITC meeting.

Underline Links

Larry announced to the committee there is an online learning website called @ONE Improving Education Through Technology run by Evergreen Valley College. There is a link at the bottom called the Knowledge Center. The website is cccone.org/about.htm

Another website is 4faculty.org which is a list of online help for faculty, this is a paid service. He would like the committee to look at the 2 websites and give him their feedback to see if it is worthwhile to go to Title III for possible funding.

Susan suggested bringing a few issues to ITC regarding Dynamic enrollments, Additional Notes, URL's and formatting of the Dynamic enrollment schedule to make it more professional. Larry announced that they are actively working on these issues he needs specific problems so they can begin to address them. Kari will take these issues to ITC.

Other

The meeting adjourned at 12:00

**ONLINE TEACHING AND LEARNING
COMMITTEE**

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on November 4, 2005 at 10:00 a.m. in F-106.

Members present: Susan Haber, Dave Raney, Jodi Reed, Kari Wergeland, Madelaine Wolfe

Members absent: Ted Chandler, Tom Doyle, Greg Gomez, Pete Haro, Deanna Thompson

Guests: Larry Sherwood

Recorder: Sharron Hamlett



Minutes from the October 14, 2005 meeting were not approved due to no quorum.

***Approval of
Minutes***

Item tabled due to Deanna Thompson's absence.

***Reports
Help Desk Issues***

There was discussion about ideas for a staff development workshop and the committee agreed to do a panel discussion type forum. Kari Wergeland and Susan Haber volunteered to be on the panel. The committee discussed other possible presenters and Jodi Reed will contact these people. Susan suggested a workshop on blended classes, the committee agreed. Jodi will submit the request for the workshop and contact possible presenters. The committee agreed to do 2 workshops 1 hour each back/back.

***Discussion
Staff Development
Workshop***

The committee discussed the document and what they would like to use in our plan. Jodi suggested breaking up her online course into .5 unit chunks or staff development workshops as online training. The committee discussed how to present these training sessions; this will be part of the plan.

***ADA Compliance
Rio Hondo 508
Compliance Plan***

Madelaine distributed the Requirements of Online Learning from Mt. San Antonio College to the committee as information. Larry distributed

the web page from Mt. Sac. The committee discussed what they liked about the website. Larry asked the committee if they would like Terrie Beaman from Mt. Sac to come and make a presentation to the Online Committee about her experience. The committee discussed this possibility Susan suggested we define what we need and then decide if she would be a useful resource.

Madelaine asked the committee to look at the handout that Brian Josephson gave to the committee a few months ago. There was discussion and the committee decided this would be a valuable tool to be part of the procedure once it is developed. Kari suggested a packet of information that is in simple language so it can be easily understood would be helpful to new faculty. Madelaine suggested that the Dean's make sure the checklist is in compliance. The committee discussed where the responsibility would fall both short-term and long-term.

*Accessibility
Checklist for
SDCCC Online
Courses*

Larry said he has been investigating and will be recommending an instructional design person to help faculty through the steps of setting up the website and the best way to set up their course online to become ADA compliant. Larry will be working with the Online Committee to find out exactly what the needs are. The committee discussed what they envision this person's function to be.

Madelaine distributed the list that the committee brainstormed at the last meeting. The committee discussed prioritizing the list. Madelaine asked Larry if Brian Josephson could give us a nuts & bolts lists. Madelaine suggested a workshop with Brian "what do we need to do to make sure our online classes are ADA compliant with level 1 requirements? "

*Review Next Steps
and Prioritize*

Kari suggested reading section 2; Madelaine suggested reading Section 2 and page 27 prior to the meeting with Brian. Larry stated the DSPPS person at Grossmont evaluates the ADA requirements for their online classes. Larry will check with Brian to see who the appropriate person would be to meet with the Committee. Jodi suggested people put together a list of questions. The committee agreed that they need to do this before moving on.

Kari passed around a hand out from Lyn Neylon regarding turning work documents into online modules in HTML & WebCt.

Other

Susan brought up the fact that we need to encourage people to be consistent in listing their url to .edu Madelaine suggested Kari bring this issue up at ITC for discussion. Madelaine will also bring up in the Marketing Committee. The links on the website are still showing .net Larry will bring this issue up with Rocky

Larry announced we have money in the TTIP grant as it relates to Technology and the possibility of training sessions with an expert on

Camtasia or any other technology related subject.

The meeting adjourned at 11:50