



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 10, 2006 at 10:00 a.m. F106.

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

Members absent: Ted Chandler, Pete Haro, Deanna Thompson

Guests: Stephen McCamman, Brian Josephson for Deanna Thompson, Erik Berliner

Recorder: Sharron Hamlett



Minutes from the November 4, 2005 meeting were approved as read.

***Approval of
Minutes***

Kari introduced Stephen McCamman to the committee; he will be involved in this committee in the Fall.

Introductions

Erik Berliner is the ASCC Vice President; he is the student representative on the committee.

Brian attended in Deanna's absence. He announced the help desk is slowing down a bit. The help desk seems to get half a dozen calls a day. Kari stated the Academic Senate discussed the help desk and expressed the appreciation of faculty for the help desk.

***Reports
Help Desk***

Larry announced the Technology Plan Committee met February 3 and rated the tech plan proposals. He will share an official spreadsheet with the committee at the next meeting.

TLC/Technology

Larry announced the Blackboard and WebCT merger was approved. The uploading of the student records to the containers was successfully done this semester.

Susan would like to receive an automated response from IS to make sure they received their request of information because their classes are dependent on that. Larry will take this back to Henry Eimstad.

Jodi announced she has over 20 people in her 214 online class (How To Teach an Online Course). She has a few full-time instructors, some part-time faculty including some from Grossmont in her class. People are getting excited about teaching online and blended classes. Greg asked if online will take over face to face classes; Madelaine explained they are monitoring this and are committed to not let this happen. Jodi explained that sometimes the face to face classes don't get as much enrollment as online.

Teaching an Online Course

Jodi announced there were 2 panels, the first included people who have taught online before, had different disciplines and had different perspectives. The workshop was very successful and there was a lot of positive sharing and learning.

Discussion
Staff Development Workshop

The 2nd included people who just started teaching online. There was a lot of enthusiasm from the new people and they received a lot of great feedback.

There was a suggestion for a demonstration of an online class. Jodi suggested we do that at the next Staff Development workshop.

Susan announced it looks like a wonderful opportunity and a way to get great ideas. Madelaine read details about the expo and passed around the information to the committee. She expressed the problem of funding for those who are interested.

SDCCD Online
2006 Best Practices Showcase & Expo

There was discussion with problems students are having with information counselors are telling students that are incorrect and possible solutions to rectify the problems. Greg will take this information back to counseling. Madelaine expressed her appreciation of Greg being part of the committee he is a very important part of the communication.

Communication with all Counselors

Greg announced Online Counseling has grown exponentially. Students do google searches and find Cuyamaca and then contact him so he is counseling students beyond Cuyamaca students. Mesa also has a Title III grant for online counseling and they are asking Cuyamaca for help in developing their online counseling. Donna Hajj is doing a sabbatical report on revamping our online counseling website. Regular students also use online counseling not just online students.

Madelaine announced Online Counseling back on the agenda as a regular agenda item. Madelaine explained her personal experience using the online counseling and expressed the ease in which she was

able to use it.

Diane Mayne-Stafford the co-chair of Grossmont's Online Learning will be meeting with Kari to come up with some items the committee would like to see changed and take it to Zoe Close for negotiations. The committee gave Kari some suggestions.

UF Negotiations

Madelaine distributed a draft of the plan to the committee and announced this is a big project for the committee to complete. Madelaine thanked Brian for all of his help with the student/faculty links he is providing on the website.

***Spring 2006
Project: 508
Compliance Plan***

Madelaine went through the draft and would like the committee to review the document for feedback and editing to begin at the next meeting. The goal is to be able to have this document through the shared governance process this Spring.

Handouts were distributed to the committee.

Handouts

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 March 10, 2006 at 10:00 a.m. F106.

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

Members absent: Erik Berliner, Greg Gomez, Pete Haro

Guests: Brian Josephson

Recorder: Sharron Hamlett



Minutes from the February 10, 2006 meeting were approved after minor revisions.

Approval of Minutes

Deanna stated as the semester progresses they get more unusual calls from students and she is getting more email requests from instructors. There was discussion about the issues the help desk faces with students expecting more technical help than what is intended. Tom asked for clarification on the function of the help desk.

Reports
Help Desk

Larry was not in attendance; a report was not given.

TLC/Technology

Brian stated work study students from Calworks may be available to help with this project; Dave Rogers is the contact to make arrangements. There is not an official protocol in place; it is still being worked on.

Discussion
Protocol for Closed Captioning

Kari met with Diane Mayne-Stafford both are in agreement with many of the issues. They are trying to set up a joint meeting with Grossmont's Online Learning Committee and Zoe Close to discuss the online issues. She will let the committee know when the meeting will be.

Update on meeting with Grossmont

The committee began work on the 508 Compliance Plan and made significant progress. Revisions will be completed by Kari and Madelaine and sent to the committee for review prior to the April meeting.

Spring 2006
Project: 508
Compliance Plan

The meeting adjourned at 11:55 am

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on April 7, 2006 at 10:00 a.m. in the F-106.

Members present: Tom Doyle, Pete Haro, Dave Raney, Jodi Reed, Deanna Thompson, Madelaine Wolfe

Members absent: Eric Berliner, Ted Chandler, Greg Gomez, Susan Haber, Kari Wergeland

Guests: Brian Josephson, Stephen McCamman, Larry Sherwood

Recorder: Sharron Hamlett



Kari is off campus and Susan is ill; therefore Tom is the co chair for today's meeting.

Minutes from the March 10, 2005 meeting were approved as submitted.

Approval of Minutes

Deanna announced the help desk is picking up again because of the beginning of the 2nd 8 week classes. Everything is going well.

Reports Help Desk

Larry announced they are getting approval for the Tech Plan and it is available on line.

TLC/Technology

Jodi was not in attendance, there was no report.

Teaching an Online Course

Madelaine explained the committee has done several workshops and the types of workshops that have been given. The committee agreed that they would like to do a workshop during Staff Development week; however, because of the lack of people attending today's meeting Larry suggested this be brought up at the next meeting in an effort to come up with a workshop. Stephen made a couple of suggestions for possible workshops.

Discussion Staff Development Workshop

Madelaine announced the schedule debut is May 9th. She explained the Online Committee has a table and the benefit of having this table. Committee members volunteered for time slots to cover the table.

Schedule Debut

Tom explained his concerns and issues about online evaluations. The committee discussed these issues at length. There was also discussion of how other colleges do things in terms of support and how we can tap into their resources. Tom thinks we need to set standards and equivalencies for online evaluations.

*Evaluation of Online
Classes*

Brian explained the process with Camtasia, Madelaine suggested a workshop on Camtasia this fall. Larry stated the Staff Development Committee is very aware of these issues but the problem is money. Madelaine agreed we need to have built in support services she explained the stipends that are available and faculty used to be paid double for developing online classes this issue is being worked on through UF negotiations.

The committee began working through version 3 with some editing comments from several members of the committee. Madelaine will include page numbers and date on the document to keep track of edits.

***Spring 2006
Project: 508
Compliance Plan***

Dave Raney suggested we call our courses hybrid vs blended. There is a clear trend that these classes are called hybrid. Madelaine explained that this committee made a decision a few years ago and she would be happy to revisit this issue and put it on the May agenda.

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 May 12, 2006 at 10:00 a.m. in the F-106.

Members present: Eric Berliner, Ted Chandler, Tom Doyle, Susan Haber, Jodi Reed, Deanna Thompson, Kari Wergeland

Members absent: Greg Gomez, Pete Haro, Dave Raney, Madelaine Wolfe

Guests: Stephen McCamman, Larry Sherwood

Recorder: Sharron Hamlett



Minutes from the March 10, 2005 meeting were approved as submitted.

***Approval of
Minutes***

Deanna reported they are facing a bit of a challenge from some instructors teaching at Grossmont who have to bring their website up to 508 compliancy. They are seeking help from our help desk; however, we have a staffing issue and we are still in the process of doing our plan. There was a discussion about the challenges. Hours may change in the summer but they are still looking at the needs of online classes.

***Reports
Help Desk***

Larry announced the Tech Plan Committee completed its work and has been approved by ITC. In the Fall they will be coming up with a computer rotation plan for the campus. He explained how the process currently works and how they would like it to work. They believe there should be a plan in place to deal with the issue of purchasing new faculty computers. They will be working with IS to develop this plan.

TLC/Technology

Jodi announced her class has finished and it went very well. She had 5 or 6 who came to the classroom every Friday and 5 or 6 who did the class totally online. Her class discussed accessibility this year.

***Teaching an Online
Course***

Susan distributed information about a workshop she attended with Greg Gomez. Legally and according to the Association of Counselors there is a difference between advising and counseling. This information

***State Academic
Senate***

is on the handout and feels it should be brought forward to our counseling office.

The other workshops were distance education – the good news is that we are ahead of what the presenters were sharing about what is happening state wide. Readiness Standards for Teaching Online was another workshop she attended and she explained what she learned in the workshop regarding academic rigor. She has information if anyone is interested.

Jodi recommended that online syllabi have contact information if the instructor does not respond to their online students. There was discussion and it was decided that it is better to make sure that the dept chair communicates to the faculty what their responsibility is to their online students. Kari suggested students be educated on how they can contact someone if there is a problem. Jodi said she could put information on her website. Kari will go to IC and talk to the chairs & coordinators about this issue. They will table this and bring it up in the Fall for discussion.

Larry suggested a mentor system for first time online instructors. He described how Mt. Sac does this and it sounds like a good plan and maybe we should look into this type of support. Jodi suggested someone apply for a Title III grant for a mentoring program. There was discussion about different solutions to address this problem (pedagogy and content and help for online faculty).

Jodi will set up an online discussion (newsgroup) board for online faculty.

Kari stated there was a meeting with Diane Mayne-Stafford, Zoe Close and instructors from both campuses. A lot of issues were discussed including double LED for the first time a course is offered and class size. Jodi and Kari suggested doing some research on what other colleges are doing in reference to class size and take the findings to Zoe Close since this is a union issue and will need to be negotiated. Kari stated it would be a good idea to meet with Zoe at least once a year to discuss online issues.

UF Meeting Recap

Kari suggested our committee meet with Grossmont's Online Committee in the Fall. The committee agreed this was a good idea. Kari will take care of scheduling the meeting.

Kari stated the debut went well. All faculty members except Pete Haro have been on this committee for 2 years, everyone will need to apply to Mike Wangler to be assigned to this committee in the Fall. Susan stated everyone is welcome to apply to serve on this committee. Kari asked the committee if they want to offer a workshop in the Fall. Stephen suggested APEX learning come to share some online learning help to faculty, there is a cost for this workshop. The committee agreed

Schedule Debut

Discussion
*Staff Development
Workshop*

this would be a helpful workshop to offer, it is Friday at 10:00 am. The committee agreed it could be co-sponsored by the Online Teaching and Learning Committee.

Larry suggested also having a panel presentation as done in the past. Kari stated there are not any faculty interested in doing a fall workshop. Susan suggested a "Best Practices" workshop instead of the panel presentation. The committee decided to co-sponsor the APEX learning workshop.

Kari stated hybrid is used more often than blended she asked the committee about the committees input into this issue. Ted stated that industry uses "blended". Tom asked what other colleges use? We need to research and find out what other colleges use. There was discussion about this issue.

Blended vs Hybrid

Susan asked if the blended hour is used for online instruction or for homework, there was discussion about this issue.

The committee will continue to work on the plan in the Fall.

**Spring 2006
Project: 508
Compliance Plan**

Larry stated Brian Josephson's last day is next Friday so there will not be any support after this. He asked the committee what kind of support is needed and issues/needs. Tom suggested we have 508 compliance support which includes closed captioning. Susan suggested: Instructional Design conceptual to instructional pedagogy as well as technology training. There was discussion about DSPS support of 508 compliance. Larry stated there is no money for this. There was a discussion about the institution's responsibility to support this. There needs to be leadership and someone who oversees all of these issues involved in online learning. Larry is collecting information on specific issues so he can put together a proposal to address all the support needs.

Other

Kari will ask at ITC if there is money for 508 compliance training.

Deanna talked about some of the priority one requirements in terms of simple language used on their website. All priority 1 requirements are not technical issues.

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 September 8, 2006 at 10:00 a.m. in the F-106.

Present: Madelaine Wolfe (co-chair), Kari Wergeland (co-chair), Dave Raney, Deanna Thompson and Stephen McCamman

~~Complete membership not yet determined. Members absent: Jodi Reed, Eric Berliner, Ted Chandler, Tom Doyle, Greg Gomez, Susan Haber and Pete Hare~~

Guests: Larry Sherwood

Recorder: Elena Jacinto [Temp.]



There was no quorum, therefore approval of the minutes from the April 7, 2006 and May 12, 2006 was postponed until the next meeting.

**Approval of
Minutes**

Kari will contact last year's members to confirm their continued participation during the new academic year. The appointment of new members ~~is expressing their interest to Kari or Madelaine as Co-Chairs, followed by a will be made by recommendation from~~ the Academic Senate. Kari will follow-up with all previous members.

**2006-07
Committee
Members**

Stephen McCamman joins the group as the Curriculum Committee faculty representative. Welcome Steve.

Deanna Thompson reported support to faculty during the beginning of the semester was high. There are some challenges with respect to the Help Desk, i.e., who's responsible for Blackboard and WebCT training. Deanna remains very busy and is doing what she can to support both students and faculty on all of their course management questions. The bulk of Deanna's job is and a number of users have questions

**Reports
Help Desk**

Deanna's summer projects included: successful orientations, met with faculty who had no prior online teaching.

Good attendance at Student Outcomes Levels sessions especially the evening sessions during Staff Development week.

Deanna's goal is to team up with a faculty member and go through a course from the start to the end and bring it to 508 Compliance for priority one compliance. The 508 compliance is more about knowledge of the laws and less on "How to do it."

Larry reported he recently met with the District to clarify areas of support and their feedback. The District cannot handle too many referrals from faculty, the district will create containers (an increasing number). Larry reported 21% of classes use Blackboard and WebCT. It is the college's responsibility to train and answer questions.

~~Since the Help Desk person is not a trainer, the vacant position becomes more critical. Currently Deanna may be Rick Barne' position, need to prepare a "working out of classification" request. - Larry reported 21% of classes use Blackboard and web CT.~~

~~Good attendance at Student Outcomes Levels sessions especially the evening sessions during Staff Development week.~~

~~Mike W, vp of academic senate.~~

~~Brian Josephson is hired to work helping mornings Mondays and M-Thursday. We will have to look at level of support that can be promised. Have to make a decision to do or not do some things. After 12:00. -no Blackboard support. WebCT staying flat, and Blackboard is being used by more new faculty. -using~~

~~It is a funded position, a large part of Rick's was supervision, need to revise job description.~~

~~508 compliance priority one list, teamed up with a faculty member to start the course from the start and all the way through for compliance. The 508 compliance knowledge of the laws and less on "How to do it".~~

The Committee discussed the need to create a plan for certification of teachers for online teaching. If we decide to pursue, it would go as a Make a recommendation to the Academic Senate. Concern was brought up about the possibility of instructors Upload students' names to Blackboard container. And directing students to commercially produced course materials. Perhaps the Committee should develop some formal process followed by certification

~~Summer projects, orientations successful, met with faculty no prior online teaching.~~

Informal guidelines for department Chairs/Coordinators when selecting faculty to teach online classes. Larry recommended, if other you are

planning to attend the League Conference, check out the session on certification process. Grossmont has a plan for providing training to faculty (not required?). Cuyamaca College has the Standards of Good Practice written a year ago by this committee. It is available online.

Next meeting – problems how access WebCIT based on CC and District website. LRC staff and librarians able to help students at reference desk. One possible

~~Propose~~ solution is to provide screen captures. Lead discussion on problems.

TLC/Technology

Larry Sherwood had to leave early so David Raney reported on Tech Plan Committee. They are they met, waiting for funding info from Cristina, to determine what to purchase. David finished a template and worksheet to help Chairs/Coordinators calculate the cost, comprehensive list but need a smaller version to distribute. -

Kari asked the Committee for input on started preliminary discussions with Chairs/Coordinators group ~~but needs more time~~. One suggestion is to reintroduce the handbook, ask each faculty to consider a personal assessment. Recommend referring new faculty to participate in the online teaching and Learning Committee online, suggest finding a colleague, take an online class, ask do you know about this link, etc.

Discussion
Brainstorming for meeting with Chairs/Coordinators

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T
he process needs to directly tie in with an academic program. If you are going to teach a class, submit forms to your Chair, if Chair approves, through the Curriculum Committee. Dean's roles is to oversee instructional rigor in conjunction with Department Chair/Coordinator.

Stephan pointed out the topic needs to include the “usability” of the sites.

Note made to arrange to have an overhead projector at the next meeting in order to discuss websites further.

Kari will try to attend the Instructional Council meeting on October 2 from 1 PM to 3 PM.

Madelaine discussed new language in the State Guidelines for Distance Education. In the past, as a College, we decided not to send blended

DE Regulations and Guidelines

~~classes to the Curriculum Committee for approval. However, the new language strongly suggests that they should be approved through the curriculum process. pointed out that as a District we are offering blended courses but outside the norm. The new proposed language by the California Community College Guidelines states: that while our hybrid or blended courses are not subject to~~

*pertaining to
Blended Course
Approval*

~~The Curriculum Committee preferred a process of having not approving courses with less than 49% blended class. Defined as regular not online, MWShe reported that th-suggested developing “best practice” to take to Curriculum Committee. The Deans’ recommendation would be for is- any course that is blended to e-automatically be considered offered as an online course and seek Curriculum Committee approval would approve blended and-as online in one combined process rather than as two separate processes.~~

~~CSU—how to be a online teacher~~

Handouts

~~Tech-Savy generations needs to consider—more students are tech~~

~~Coastline Community College Class Schedule – Coastline is now-known as an online course college with high use by military and enlisted personnel. Stephen said he knew of .However still gaps in their course offerings and would follow-up to get more specific detail. on their-increasing of courses. Cuyamaca could explore offering open entry, open exit. For future discussion is “how does CC help fill the gaps”. Stephen will find out more about Coastline courses and report back to the group.~~

The committee is scheduled to meet the second Friday of every month except November 10 which is a holiday. This committee -so the group will meet instead the first week of November, -on November 3, on the same day that ITC is meeting. - Other regularly schedule meetings will be held on October 13 and Dec. 8.

Other

The meeting adjourned at 11:30 AM

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on October 13, 2006 at 10:00 a.m. in the F-106.

Present: Kari Wergeland (co-chair), Dave Raney, Deanna Thompson, Jodi Reed, Kathy Kotowski, Stephen McCamman (faculty representative) and Erik Berliner (student representative)

Recorder: Elena Jacinto [Temp.]



The minutes from the April 7, 2006, May 12, 2006 and September 8, 2006 were approved as submitted.

***Approval of
Minutes***

Kari introduced and welcomed Kathy Kotowski from Child Development and Exercise Science who joins the group as the part-time representative. Two open positions. (Ted no longer a member)

***2006-07
Committee
Members***

Deanna Thompson: more questions and requests for support related to online courses. Encourage online instructors to have students attend an online orientation. Include a back-up technology plan. As part of orientation question board, instructor needs to know what labs have what installed. Redirect faculty questions to Brian.

***Reports
Help Desk
Technology
Back-Up Plan
for Online Students.***

Larry Sherwood was not present.

TLC/Technology

The group brainstormed on the topic of a Discussion Board. Possible to send email, need some way for faculty to share ideas. Yahoo groups is an example, they has a website and an email system. Choose to be a member. Digest to limit number of email messages. David Rany has already spent a considerable amount of time developing for a prototype for us before heading in another direction.

***Discussion
Bulletin Board***

Set up ground rules. Email needs to go to all to share the load, hearing what others have to say is valuable, generates new ideas, is there a willingness to participate? Offer training, communication high, consensus to send out instructions to all faculty. Decide when to join.

Test and perhaps expand, do a demo of how to signon instructions. How can we help students to register, logon WebCT.

What do instructors need to do? Courses already in place that need to be accessed and courses being created. Create documents to fill out, see appendix B.

All web pages need to be accessible. Start online courses, online learning approval process, to add a section through Curriculum Committee.

Stephen: Consider adding Professional Development credit. Provide incentives. Be proactive. Will part-time adjuncts have time extended to complete Staff Development?

Pat Seltzer, how it was done. Reassure faculty. Brief introduction. SLO committee token \$\$, check grants or government funding.

Check with Mike how organized their project. How to give faculty \$\$ or flex credit. Check with Diane re: Grossmont's.

Group discussed the implementation of the proposed Plan for 508 Compliance and reviewed the guidelines on Appendix B.

Put tags in a document to make it 501 compliant. What teachers need to do, identify what is the minimum. For example if you put a picture in a PowerPoint or Word, must add text describing.

If the video needs to be auditory, a description of what you see on the screen is needed. Provide a transcript. Perhaps Word Processing could type? If using outside videos, must also have an alternative assignment.

Having the instructor know, doing is not reasonable, no problem with Flash format. Windows Media. Swift not being able to stop it. Didn't work if you didn't have IE Browser. Details that need to be considered. Mixing written content with exercises.

What is CSS? Faculty use tables for layout, don't have to worry about it. Institutional support. Is PowerPoint accessible? If authorized, if password.

Discussion

*Fall 2006 Project:
508 Compliance
Plan*

To complete the checklist make an appointment with the Help Desk.
Review at Dean's level. Tutoring workshop. Consider the time faculty
spend using Blackboard. How to make Word accessible?

Train Word Processing to add tags, etc.

In 2009, what technology will be available? WebCT not.

Course management system.
Building individual websites.
Considerations publisher sites.
Low priority for WebCT, out of commission.

The meeting adjourned at 11:30 AM

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on November 3, 2006 at 10:00 a.m. TLC.

Members present: Stephen McCamman, Dave Raney, Jodi Reed, Deanna Thompson, Kari Wergeland, Madelaine Wolfe

Guests: Tim Phillips, Larry Sherwood, Greg Differding

Recorder: Sandra Richie



Minutes from the October 13, 2006 meeting were approved.

**Approval of
Minutes**

Larry recognized the need and desire to provide better support for online teaching and applications and he is confident that it is underway.

**Reports
TLC/Technology**

A meeting is scheduled for November 9 on a reorganization plan and he expects to have more to say soon.

Deanna stated there are no help desk concerns.

Help Desk

There was a discussion of Turn It In Software and why it is not 508 compliant.

**Discussion
Turn It In Software**

Larry announced we have been given a one-time grant of \$238,000 this year for equipment or software. The grant (AB1802 Budget Trailer Bill) is called Physical Plant and Instructional Support Block Grant Allocations for Instructional Equipment and Library Materials (PPIS Grant).

**2006/07 AB1802
PPIS ...Grant**

The grant will cover repair/replacement of furniture, equipment and software/hardware.

Larry presented an idea about using this to offset the 18 month lag-time.

Madelaine asked if we could set aside a certain amount for the non-technical purchases and a small RFP. Jodi suggested that VTEA is a good model.

Kari asked if there were any ideas for Staff Development Week presentations.

Staff Development

Dave said that he would develop a presentation on Moodle.

Jodi offered to put together "Improving Online Student Success," and will ask Susan Haber and Stephan McCamman to assist.

Kari will create a Beginner's Workshop for Online Teaching and will promote Jodi's class on WebCT, Blackboard Orientation.

Schedule Debut is November 28th. Table coverage for information on Online Teaching and Learning was worked out as follows:

*Staffing Table at
Schedule Debut*

Kari 10:00 - 11:00

Stephan 12:30 - 1:00

Deanna 11:00 -12:00

Kathy 12:00 -12:30

Kari will do e-mail reminders.

Dave gave a brief presentation on Cerro Coso Online, outlining the on-line location of the outline he prepared for the prior meeting. He mentioned that teachers are required to take 8 units to be certified before teaching on-line at Cerro Coso.

Prsentations
Cerro Coso Online

Dave gave a presentation on Moodle, starting with the pros and cons of using Moodle, rather than BlackBoard or WebCT. He stated that the transition from BlackBoard and WebCT to Moodle is supposed to be easier than transition from BlackBoard to WebCT. He offered a web address for anyone who would like to try Moodle <http://cis3.cuyamaca.edu>.

*Moodle vs.
BlackBoard*

Dave mentioned that teachers are required to take 8 units to be certified before teaching on-line at Cero Coso College.

Madelaine asked if we could later be charged for this "free" software. Greg Differding explained that Moodle is "open code" which means they can give out the code but they don't have to do it for free. They cannot charge you for what you already have, but they can charge for support or upgrades. The support system is actually quite good.

Jodi explained the benefits of having an on-line discussion bulletin board through Yahoo. Yahoo does groups, email, and archives everything. She demonstrated how members can go to the website and send email to the members or just post through their own email. She also explained that if you delete an email you can look it up later in the archive.

Discussion Bulletin Board - Cuyamaca Online Teachers Group through Yahoo

Steve and Deanna presented an assessment of the campus website. Steve asked for open forum and for everyone to give suggestions. He suggested adding WebCT and Blackboard icons prominently on the front page, or at least a text link.

Assessment of College Website

The Committee agreed The GDCCD Online Classes Weblink on the front page should be eliminated and the WebCT/Blackboard link should be there instead, or we can use the More Online Services link.

The Committee discussed several options for the problems related to “Log in” and “Create” on WebCT, including:

- Adding a private link for counselors to be able to log in so they can create and have the link not shown for students.
- Changing the link when people come from the homepage so they are not given the option to create a new account.
- Flip the links on the WebCT homepage so that “Log in” appears first before “Create.”
- Have a warning to appear when clicking on the “Create” link. The problem seems to be that changing the WebCT homepage is difficult due to coding.

Deanna commented that there is a need more information on Need Help link – maybe even a FAQ page for help logging in.

The Committee agreed that an email needs to go out to the teachers on WebCT asking them to back up old classes on a CD and delete these old courses.

The Committee decided to further discuss how to clean up WebCT and BlackBoard sites at a future meeting

The meeting adjourned at 11:55 a.m.

ONLINE TEACHING AND LEARNING
COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on December 8, 2006 at 10:00 a.m. in the F-106.

Present: Madelaine Wolfe (co-chair), Kari Wergeland (co-chair), Greg Differding, and Stephen McCamman, Dave Raney, Jodi Reed and Deanna Thompson

Missing:

Guests:

Recorder: Sandra Richie



Minutes from the November 8, 2006 meeting were approved.

***Approval of
Minutes***

Deanna reported that she is getting questions from people about bringing in their own lap tops to be worked on by students. There was a one-time grant that is no longer available for this.

***Reports
Help Desk***

Help Desk is also getting more complex questions that are not within the Help Desk scope. Expectations from students go beyond working within our system; however, the work load is not heavier than expected, with a few exceptions.

Instructors requiring software for a specific class should have one copy available on campus

There has been some concern about the fact that Internet Explorer 7 is incompatible with WebCT & Blackboard. Kari heard it would be taken care of in Spring.

Kari addressed Staff Development.

***Discussion
Staff Development***

Jodi is working on the Student Success presentation. Susan Haber will help.

Dave's Moodle presentation has not been submitted to the Professional Development Committee, but is in the works.

Kari felt the Schedule Debut was a success. Feedback was positive.

*Schedule Debut
Feedback*

Dave Raney brought up the issue using social security numbers as students ID numbers. Our district is behind in this area.

SSN

Kari noted that we will at some point want to consider require that instructors receive certification of adequate training before teaching on-line.

*Online Teaching
Certification*

Stephen addressed the logistics of solving problems affecting online students. IS is in a state of limbo as we convert off HP to the new Intel system. We will need to go through this process again.

*Assessment of
College Website*

There was discussion about changing the WebCT log-in by adding more information to the Help section.

The committee agreed to creating a small FAQ page for Web CT regarding logging on and creating accounts through the online.

1. WHAT'S MY USER NAME AND PASSWORD?

Your first and last name and six digit birthdate.

2. I ENTERED MY NAME AND PASSWORD, WHY CAN'T I LOG ON?

You may not be able to log in until after the semester begins.

If you have a common name, you may have a different user name. Please contact your instructor.

Have you changed your password in a previous course? If you cannot remember your password, please contact your instructor.

Did you change your name? Please contact your instructor. Please don't create your own account unless specifically instructed by your teacher.

3. I HAVE LOGGED IN, WHY CAN'T I SEE MY COURSE?

Your course will not be available until the official start date of your class. See schedule for class start/end dates.

If you are still having problems, or if you added late, please contact your instructor.

4. SHOULD I CREATE MY OWN ACCOUNT?

No. Please contact your instructor for help if you cannot log in.

The committee would like Larry Sherwood to follow up on from the minutes of the last meeting:

Other

- Change the link on the front web page for WebCT so students are not given the option to create a new account.
- Add FAQ's for help screen.
- Remove the "button" option for students to create their own account on BlackBoard, but not from the control panel.

Dave volunteered to write the program that would link students to sections if it could be implemented.

Madelaine addressed the steps of implementing 508 compliance on campus.

***508 Compliance
Plan – Getting It
Done***

Stephen will discuss SLO implementation with Mike and report back to the committee in January.

Once the reorganization is done and we have the support, Cuyamaca may be able to implement requirements for on-line teachers to have a faculty website that is reviewed for accessibility before teaching on-line.

The meeting adjourned at 11:30 AM