



C U Y A M A C A
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T H E F U T U R E

ONLINE TEACHING AND LEARNING COMMITTEE

MINUTES OF MEETING

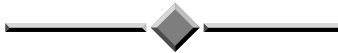
A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on February 9, 2007 at 10:00 a.m. in F-106.

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

Missing: Madelaine Wolfe, Jodi Reed

Guests: Larry Sherwood, Dennis Simms, Henry Eimstad, Vasquez, Greg Gomez, Jerry Williamson

Recorder: Sandra Richie



Minutes from the December 8, 2006 meeting were approved.

***Approval of
Minutes***

Deanna addressed a list of issues regarding the help desk and her attempt to support BlackBoard and WebCT students and instructors. Based on discussion by the committee members, it was agreed that Deanna should email the list of concerns/suggestions to the committee to have them prioritized and they will be incorporated into the list of items Kari will share at the Academic Senate Committee.

***Reports
Help Desk***

Dave Raney voiced the concern echoed by the entire committee about the need to implement requirements for on-line teachers to have formal training now. The problem is getting worse and we are seeing the results.

TLC/Technology

Also, Dave suggested CIS/Cuyamaca/spyware be put on the college website to help with a lot of the problems. Dave requires students indicate what kind of computer, RAM, firewalls, etc. so he can address as many issues as possible as one of their assignments.

Stephen McCamman said, as a non technical teacher, he would like to

see a district-wide policy implemented. Larry will talk to Henry in the ITC meeting.

UC Davis has a CD that could be distributed district-wide that supplies things like “Flash” or walks the student through several screens that helps the students update their system when they start the class. Or we could have it available on-line. Dave is going to Davis in a couple weeks and will report back on how they are doing it now.

Dave asked how the Online Committee can start the process to make sure these requirements are put into place. The committee will continue to make this a priority.

In response to comments from committee members that more support for online teachers is needed, Larry said that a resolution from this committee stating the need for a full-time position to provide software training and support would help clarify the need for online learning support.

TLC Technology

Although Brian Josephson doesn't work here anymore, Larry said that he wants continue providing the support he provided. For now, Deanna is filling in for Brian. Larry is looking for someone who can take Brian's place for the rest of the semester, but finding someone in the middle of the day for 15 hours a week for so little pay is almost impossible.

The committee would like to see a memorandum written by Kari and/or others to discuss the help desk problems so some headway could be made.

Larry announced that we are going to move ahead with purchasing a license for Turnitin.com

Kari reported that the Staff Development workshops went beyond what has been done in the past. Jodi and Susan's 'Tricks of the Trade' went very well. The Smart Classroom workshop was so popular it is being repeated on the 23rd.

Staff Development Workshops

Kari shared concerns/comments coming from a couple of the faculty members: they are worried about merger between WebCT and BlackBoard. Henry responded – we knew this was coming. They are hoping for recommendations from this committee to support and help IS as it makes some decisions about how to proceed. He plans to invite Matt Lord – a Blackboard Sales rep – to share needed information. IS would like to improve the integration by moving to the Enterprise version of Blackboard. Henry also said IS is considering the idea of allowing Blackboard to host our CMS, so that we can take advantage of their technical expertise (and hopefully experience less down time). It would be expensive, but Henry sees it in our future. He also said, we need to move quickly on this during Spring semester and get it into the budget.

Deanna asked about purging and managing containers. Henry needs more information on what we would like to do in order to proceed on this.

Henry discussed the Blackboard upgrade path. First, we need to move from Windows 2000 to 2003. Then there are two additional steps that each take 6-8 hours. He is finding it difficult to schedule these sessions.

Larry asked about open systems. Henry believes we need to support one single system. However, that doesn't necessarily preclude the use of Moodle or other systems - they just wouldn't have the same level of support. Diff would like to continue using Moodle. He expressed the idea of using Moodle and hosting it ourselves rather than paying for an outside source like they did in Oregon.

Jerry Williamson said we have been hosting Blackboard since 2001 and WebCT since 2000.

Henry will go to Grossmont on Tuesday and make sure they are onboard. Then he will ask Matt to come out and demonstrate to representatives from both Cuyamaca and Grossmont and also ask Matt if he can provide some accounts so we can test it out.

Larry Sherwood met an out-of-area instructor who teaches an on-line course that we need here. Larry felt the benefits of hiring out-of-area could result in instructors include: high quality instruction, less overhead, and FTES income.

Susan Haber has someone who does teach online. She returns two times each semester to pick up her paperwork. Apparently, it works quite well.

Kari said we are already doing this with a handful of teachers, and though it is an administrative headache, it is possible. There problems in fulfilling all legal requirements, such as dealing with add codes, drop rosters, TB tests and live-scan fingerprints, etc. We would need to have one person in charge to handle these items.

Dave Raney reminded the committee that as we move toward Datatel we should be able to do this all online.

The discussion turned back to what needs to happen w/Academic Senate. The committee strongly believes there needs to be some minimum qualifications and procedures for teaching online. The college also needs a better support system in place to let all online instructors know what they need to be doing. Dave suggested the possibility of creating some District standards. Larry said we need a volunteer to be responsible for taking suggestions from the committee and actually making sure they are implemented.

Stephen suggested we should think about discussing the idea of paid mentors with the union. Larry said this should be made part of the certification system.

Larry thinks it would be worth contacting Mount Sac and see what they are doing, as they have a good reputation in this area. The College has conference attendance money that could be used to have a representative from Mount Sac come and visit us.

Kari suggested a meeting with herself and Diane and a UF representative.

Diff suggested we should have some action items spread around. Kari will e-mail everyone and then after she gets back everyone's feelings, she and Larry consolidate all of these ideas.

The meeting adjourned at 11:50 AM