

**Distance Education Committee Minutes**

**Present: Eric Ichon, Suzanne Floyd, Linda Alexander, Nancy Brambila, Ana Figueroa**

Linda Alexander,  
AFT Representative

Nancy Brambila,  
Academic Senate  
Representative

Date: March 19, 2018  
Time: 11:00 – 12:30 pm  
Location: GC 210K

Suzanne Floyd,  
Academic Senate  
Representative

Call to Order: 11:05 a.m.

**Review, revision and approval of February 26, 2018 minutes – All**

Ana Figueroa  
Faculty Co-Chair

Linda, Eric, Suzanne and Ana offered corrections of the minutes for February 26, 2018 and the minutes were improved. The minutes were approved unanimously.

Eric Ichon,  
Administrative  
Co-Chair

**Online Teaching Requirements Noticed Motion Status – E. Ichon**

Dr. Arnita Porter,  
Academic Senate  
Representative

A Noticed motion was approved in November by the Academic Senate regarding the requirements for teaching online at West LA College. It was then supposed to go to the President Limbaugh. We are in the process of tracking the motion now.

Ken Taira,  
AFT Representative

The motion read:

West's Distance Education Committee recommends that, effective Winter 2018, the minimum training for teaching online and hybrid classes includes the following:

i. @One's Introduction to Online Teaching and Learning or the equivalent\*

ii. Completion of West's Canvas Certification course, the @ONE Introduction to Teaching with Canvas course or the equivalent\*

\*Equivalency will be assessed by the Dean of Distance Learning, Instructional Technology and Library Services. Appeals will be considered by the Distance Learning Committee.

Alice Taylor,  
AFT Representative

Instructors who have taught online for West between 2015 and April 2017 will be exempt from the Introduction to Teaching and Learning requirement but will still need to complete a Canvas certification course prior to teaching a course in Canvas.

Linda Alexander,  
AFT Representative

The primary liaison between the Academic Senate and Distance Education is one of the Academic Senate Representative. Ana Figueroa will go to the next senate meeting for an update and to report on when and how it went to the College President and to ensure the motion is moved along if it hasn't. If Ana is unable to go, someone else from DE will be notified to attend and then report back.

Nancy Brambila,  
Academic Senate  
Representative

Suzanne Floyd,  
Academic Senate  
Representative

### **Open educational resources (OER) Grant Update – E. Ichon**

We received the green light from President Limbaugh to go ahead with the OER Grant application along with Los Angeles Valley College. We have to partner with a school that already went through on first round.

Ana Figueroa  
Faculty Co-Chair

Eric Ichon,  
Administrative  
Co-Chair

The application is due at the end of June. Eric will bring it in for the DE Committee to review. It has to be brought forward as a resolution through OER FIG by a faculty member of that FIG. Specifically, in the grant, we will be asking for funding for basic OER training. We will also need a grant coordinator, either a faculty member with release time or staff member with overtime dedicated to the development of OER.

Dr. Arnita Porter,  
Academic Senate  
Representative

Ken Taira,  
AFT Representative

Alice Taylor,  
AFT Representative

Another issue raised dealing with OER is the OER Logo in the online schedule. Anyone who is using OER can notify Eric Ichon so that we can try to make sure that the course receives the zero-cost logo in the online schedule. At the present time, faculty should be notifying the Division Chair to ensure the zero cost designation. By also contacting Eric Ichon, we will try to make certain that courses are designating as zero cost.

### **Distance Education /Curriculum Committee Liaison- All**

We can't find a liaison for the position of Distance Education / Curriculum Committee Liaison because of scheduling conflicts with committee meetings. Potentially the liaison should be someone who is currently on the curriculum

committee. The person would review and approve DE addendum. For now, Beraki will be doing it. In the future Linda Alexander will help train the person.

Linda Alexander,  
AFT Representative

**Online Education Initiative Equity Model – Arnita Porter**

Tabled to next meeting

Nancy Brambila,  
Academic Senate  
Representative

**Nationwide Portal Demo – E. Ichon**

The link [onlinecollege.wlac.edu](http://onlinecollege.wlac.edu) or [wlac.edu/online-college/index.aspx](http://wlac.edu/online-college/index.aspx) provides a future website being created by Deanna Gossett.

Suzanne Floyd,  
Academic Senate  
Representative

The homepage provides our Distance Learning information and awards.

Ana Figueroa  
Faculty Co-Chair

Most states are now part of NC-SARA National Council for State Authorization Reciprocity Agreement. This reciprocity agreement allows for approval of residents from other states to take online courses in different states.

Eric Ichon,  
Administrative  
Co-Chair

This new West nationwide portal promotes over 50 degrees and certificates including 20 AA degrees and 8 ADTs that can be completed entirely online (excluding Math) as well as 4 Skill Certificate. The portal also features the current Schedule of Classes, information about taking classes online, transfer information and links to apply and enroll. It will go live soon.

Dr. Arnita Porter,  
Academic Senate  
Representative

**Proctorio— A. Figueroa**

Ken Taira,  
AFT Representative

A couple of questions regarding the use of Proctorio have come up. Ana Figueroa informed the Committee that a couple of instructors from the Language Arts Division are interested in using Proctorio for online exams. They want to know what the procedure is for the use of Proctorio and how are students notified?

Alice Taylor,  
AFT Representative

Eric Ichon stressed the importance of making sure that when a course is going to use Proctorio, that information is posted on the Schedule of Classes. In the online schedule on the DE website, a message appears next to the course that uses Proctorio, and reads: “Course Exams are proctored electronically”. There is a link to Proctorio with more information and a video. One issue that arises when Proctorio is used is that we need to provide access to the equipment to students who do not have access to

the equipment themselves. Eric wants to work with Susan Trujillo in the library to provide access to students.

### **The Online Teaching and Learning Conference**

The Online Teaching and Learning Conference is scheduled for June 18-20 in Anaheim. Sandra Ruiz and Karen Quitschau inquired about any funding that may be available to attend this conference.

Eric Ichon informed that the Academic Senate provides \$150 per year to faculty for conference attendance. Faculty can also ask for donations from other faculty up to \$600.

### **Building Users' Group— All**

Eric Ichon informed that in the future, the HLRC will be demolished along with the CE buildings. All together 11 buildings will be replaced by 1 building.

The President is creating a Buildings Users' Group. He needs volunteers to serve on the group. If anyone is interested in participating let Eric Ichon know.

In closing, for the next meeting, we will keep the Online Education Initiative Equity Model and Nationwide Portal Demo on the agenda. The next meeting is scheduled for April 16, 2018.

Linda Alexander,  
AFT Representative

Nancy Brambila,  
Academic Senate  
Representative

Suzanne Floyd,  
Academic Senate  
Representative

Ana Figueroa  
Faculty Co-Chair

Eric Ichon,  
Administrative  
Co-Chair

Dr. Arnita Porter,  
Academic Senate  
Representative

Ken Taira,  
AFT Representative

Alice Taylor,  
AFT Representative