



Online Learning Advisory Committee (OLAC)

Meeting Minutes

February 22, 2017

Members Present: Cat Schleichert, Melissa Gonzales-McNeal, Janie Griffin, LaVerne Lewis, Linda Vigesaa, Megan Dugan and Peter Cunningham

Absent: Mary Girsh and Rod Barker

Guests Present:

1.	Welcome and introductions – Cat/Melissa Roundtable introductions were made.
2.	Winter term start and finals – Cat/Melissa <ul style="list-style-type: none"> • All on-line courses opened on time and were actively running during the first of W17 inclement weather closures • There is a push to have all faculty join LMS to avoid loss of class time and administrating finals during college closures • Dr. Derr will send out a request to faculty
3.	Test proctoring pilot – Cat/Melissa Current: Students have their tests proctored by our on campus testing center or an offsite proctor. If off site, OL needs to provide assistance to set the exam up. Proctoring tests on-line during inclement weather would be ideal to avoid loss of testing for students. On-line testing options currently being considered: Proctor U and Software Secure. Proctor U: <ul style="list-style-type: none"> • A system using webcam • Live proctor and also recorded • Students can test from anywhere they have access to a computer/web cam • Students must show an ID and answer a series of questions to verify identity

	<ul style="list-style-type: none"> • Students also need to show a full view of their surrounding area from which they are testing • At any time during the test there is some concern from the proctor, the proctor will flag the segment with a yellow or red flag to alert the instructor of suspicious activity • LMS integrateable • Used by many colleges and universities • Students can purchase testing time through the bookstore and use their financial aid <p>Software Secure (RP Now):</p> <ul style="list-style-type: none"> • As like Proctor U, student identity is verified • All done by video recording <p>On-line will work with the company to pay for costs during the testing period. Math, Nursing and Medical Terminology are currently testing the systems. This is not to replace our testing center; it is for those who cannot make it on to campus.</p> <p>Piolet testing on both systems for all divisions is set for SP17 to gather feedback and an overall opinion.</p> <p>An email has been crafted and will be sent out from Cat.</p>
4.	<p>LMS direction – Cat</p> <p>This will be rolled out in two years (FA-2019) as to not overwhelm faculty as they are currently working on meeting the ADA compliance mandated by the State of Oregon.</p> <p>Q: Are we going to go through and LMS review? Are we going to change LMS's? Are we going to get rid of LMS?</p> <p>A: OLAC's direction two years ago was to continue with our existing two LMS's for at least another year to be able to assess enhancements/upgrades in both Blackboard and eLearning since both products were introducing new functionality.</p> <ul style="list-style-type: none"> • ALLY checks for ADA compliant in LMS • Blackboard bought ALLY • OCCDLA will financially help the 17 community colleges <p>Active Projects:</p> <p>ADA Audit</p> <p>Response to the ADA audit once the audit takes place</p> <p>Accreditation review</p>

	<p>To do an LMS switch is a 2-year process and will require staff and faculty time. Project will be placed on hold until other active project die down as to not overwhelm folks</p> <ul style="list-style-type: none"> • Project release time will be implemented • 2011 was the last migration • MOU for faculty release time to create ADA • The new LMS system will accommodate ADA compliance, provide student support and assist with accreditation • Instructors are currently using Noodle, blackboard and eLearning • Implementation is set for 2 years out giving faculty time to respond to the ADA audit <p>Q: How will this information be communicated out? A: Place minutes on the OLAC Portal</p> <ul style="list-style-type: none"> • FT Faculty: Place in the Faculty Senate minutes, Melissa • Management: PC, Linda • Deans: IA, Cat • PT Faculty: Through Marilyn's newsletter, LaVerne <p>Next steps: ✓ Mellissa and Cat will create the draft</p>
5.	<p>ADA – Online course accessibility review update – Cat OCR received a student complaint two years ago. MHCC was given two years to comply with ADA on all publicized documents and electronic documents. The MHCC ADA report has been submitted for an audit. The audit has yet to be scheduled.</p> <p>Federal Standard 508 has always existed and it states, "online accessibility must be available to everyone." They have now done a 508 refresh that says you have one year to get your communications in compliance.</p> <p>Cat started with our faculty 6 mo. ago.</p> <ul style="list-style-type: none"> • Faculty have files in there online shell from 20 years ago. • Step 1 leaner course • ADA group meets, sending out a mass communication explaining the 508 refresh. Liz Johnson and Cat will go to department meetings to explain the refresh to avoid overwhelming faculty. • OL will assist faculty with cleaning up their courses • Liz and Cat meet with Tambi and Melissa <ul style="list-style-type: none"> ○ The faculty have a target date to clean their files by end of SP17 ○ Notice to faculty will go out next week

	<ul style="list-style-type: none"> • OL will caption videos and give back to faculty <p>Faculty will be given a decision Tree based on the scan of their documents. Faculty will be asked what area they would like to concentrate on to begin the cleaning process. i.e. do you want to work on your Word documents first, PowerPoint, PDF, etc.</p>
6.	<p>Misc. Discussions:</p> <p>1. Q: On your future items, you list QM Matters. Can you give us a snapshot of what that is about?</p> <p>A: Quality Matters (QM): MHCC is looking to become a QM school. This is another one of our big projects we will be doing. We are hoping to get some of the courses and instructors going through some of the QM trainings. There are eight standard rubric's to build your class, there is also an improving your online course through QM but the big thing is, there is a peer review. To become a peer reviewer you must go through a series of courses through QM and go one-step further and become a master peer reviewer. The master peer reviewer reviews courses across the USA. We would like instructors here at MHCC to become peer reviewers.</p> <p>Once courses have been through the quality matters process, they will have the QM approval symbol stamped in the corner of the outline.</p> <p>We realize that not everyone will want to do that as it does take time so the thought is to get another group of faculty together i.e. 5 or 1 from each department and see if they will go through it and build a MHCC quality rubric to be used internally. New faculty coming in will go through the rubric and become part of that system.</p> <p>Mellissa and Cat attended the QM conference last fall, realized this is a big project, and will take about two to three years to roll out.</p> <p>Q: Is this another rational as to not changing the LMS?</p> <p>A: Absolutely</p> <p>QM has been tabled to be able to focus on the ADA compliance deadline.</p> <p>Mellissa has taken some of the classes and found it time consuming. Getting course standards make migration easier.</p> <p>QM will be an assist when we go through accreditation. The project started during the FA16 in-service with the Ed Assessment Valory and Lisa put together.</p>

	<p>College and department goals are currently being put into blackboard.</p> <p>Cat has workbooks in her office, your welcome to pick one up, and Mellissa has a PDF. The PDF will be sent out with minutes.</p> <p>Cat has gone through the classes and is the coordinator and the peer reviewer for MHCC</p> <p>Visit their website: https://www.qualitymatters.org/</p> <p>2. Faculty Academy Updates: We have had the faculty academy since 2001 and it has gone through many, many versions.</p> <p>The certification the faculty academy meets the Faculty contract language faculty must go through certification to teach online for MHCC.</p> <p>We have grown, LMS's have grown and changed and we need to come up with a new certification for faculty. Update it; meet the needs of the faculty. The designers (Cat's team) are working on ideas for coming up with a new academy. We do not want to call it an academy as it is a brand new shiny thing. QM will be part of it.</p> <p>Faculty are paid up to \$2000 per contract. It has been difficult for OL due to faculty not completing the academy, courses are not built on time, or deans send OL faculty two weeks before the term begins to build a class or the designers end up building the class for the faculty. Cat would like to make it a cohort learning with designers and faculty.</p>
	Adjournment – 3:12 PM
	NEXT MEETING: Spring 2017

Recorder: Vickie Stom