Mt. Hood Community College
OLAC
Meeting Minutes

April 4, 2016

Members Present: Melissa Gonzales McNeal, Janie Griffin, Christie Plinski, Cat Schleichert and Linda Vigesaa

Absent: Rod Barker, Peter Cunningham, Mary Girsch, and Suzanne Hesse

Guests Present:

1.	**Introductions**
	 Melissa Gonzales McNeal, new committee member
	
	 Christie asked the attending committee to review minutes from our last meeting, November 23, 2015, today's agenda and the Summary of the LMS review Spring 2013 and provide comments or suggested change(s).
	    1. Minutes: No changes
	    2. Agenda: No additions
	    3. LMS summary:
	    Comments:
	      • It is not necessary to have all the details
	      • Linda and others suggested changes and notes in the past which are reflected in this document
	      • The Summary of the LMS review SP13 will be used as a historical document

2.	**Changes in OL**
	    • Personnel and program structure changes started in fall of 2015 and have strengthen OL's instructional and student support
	
	 Some changes include:
	    1. Personnel
	      • Hired Mike Young, Instructional Designer
	      • Now have two designers
	      • Designers work with faculty to develop new online learning courses, as well as, revise and update existing ones.
	    2. Faculty Academy:

- When an instructor is approved to develop an online course, they are assigned an instructional designer before starting the Faculty Academy.
- During this initial (kick-off) meeting, the designer will listen to the faculty member's vision for the course, talk about objectives and goals, teaching styles, gather SME content and gain other information needed to start the build of a course.
- The designer will then use the information and material to create a template that fits the subject and department needs.
- Once the faculty member and designer meet a few times and the instructor is happy with the work being done, they will start the Faculty Academy.
- The instructor will go through the Faculty Academy while continuously working with the designer to complete the course build.
- Nathalie works with the designers and faculty members to teach best practices and teaching strategies around online learning and the tools used in the course. While going through the FA, Nathalie also works with the instructor regarding how to create ADA compliant materials.
- Instructional Designers stay with the faculty member throughout the first term, checking in periodically to answer questions and make tweaks to the shell.
- The same designer will continue to work with the instructor(s) and departments when a series of consecutive courses or certificates are being developed online for consistency

3. Course Template/Universal Design
- We no longer use 1 template that is "one size fits all".
- Even though our basic, stripped down template is universally designed, it is customized to the subject matter.
- Introducing more interactive tools

Christie: Christie mentioned that is all she has heard was good, positive news from instruction on the support they are provided from the Online Learning and the instructional designers are a great help.

Melissa has heard from students on the niceness of our MHCC online courses vs other community colleges.

Cat: In addition to instructional courses and programs, OL is involved with AVID, TRiO, HD and High School Services. Online Learning is also in the process of building/developing a mandatory student online orientation in addition to the on-campus orientations already offered. To date the course is mapped out, materials are built, and course is in the process of being developed.

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One project is MHCC is working with PSU to offer a four-year business degree completely online. At first, people assumed one of the challenges would be the Colleges' use of two different LMSs. PCC uses D2L and MHCC uses Blackboard. Working with the PSU instructional designers and both sets of faculty, we are assisting in the build out of courses that have the same navigational strategies to make it a smooth transition for students.

MHCC currently states three transfer degrees can be completed fully online and the fourth is going through accreditation for approval. We need to build curriculum maps in the form of guided pathways, something we have heard students request. For example, a military student recently requested MHCC to provide a curriculum map for completing the ASOT online. When told we were working on a plan to create these pathways, he said great, "I don't want to waste my time and money."

OL also wants to work with the OI and Student Services to find ways of identifying online courses under each degree in the catalog. Conversations have been started.

3.	**Review of past work** Noted throughout the minutes

4.	**Determine days/times to meet** • First Monday each month. Our next meeting is scheduled for May 2; 3 – 4:00 pm Board Conference Room

5.	**Proctoring Test software – options/discussion**
	 We have two vendors in consideration:
	     1. Proctor U
	     2. Software Secure
	
	 We have instructors who want to have their online tests proctored due to integrity issues. The need to verify the student taking the test is indeed "the student" and ensure cheating is not an option is of extreme importance.
	
	 Many off-campus testing centers charge students per test, some being very expensive. For example, COCC charges students $35 per test.
	
	 The Online Learning team has been researching and reviewing comps on proctoring exams/tests.
	
	 <table><tr><th>Proctor U</th><th>Software Secure</th></tr><tr><td>Uses live proctors who identify the students, scan their work area, and watch the students during testing,</td><td>Uses video vs live proctors to identify the students, scan their work area, and watch the students during</td></tr></table>

flagging any issues for the instructors.	testing, flagging any issues for the instructors.
Virtual's proctoring solution enables the observation of the workstation and scan the desk surface, test takers hands, torso, arms and head. Takes a 360 scan of the environment in which the test is being administered and enables monitoring of sound(s).	Virtual's proctoring solution enables the observation of the workstation and scan the desk surface, test takers hands, torso, arms and head. Takes a 360 scan of the environment in which the test is being administered and enables monitoring of sound(s).
Charge is by the half hour/hour. The College bookstore can sell tokens or minutes to students, allowing them to use their financial aid to purchase the tokens.	Charge is $15 per test

Both companies allow for tests to be paid for by the student or institution. No licensing needed.

Melissa asked if they used a locked down browser. A lock down browser prevents testers from:
- opening outside programs
- opening web pages
- opening other applications
- using instant messenger programs
- accessing saved documents
- taking or printing screen shots
- copying and pasting text

Cat will find out about the lockdown browser option for both companies.

Melissa noted proctoring exams for students in prison would be the most difficult. Prisons may not have the option to download needed software due to firewalls.

Next steps:
We need to discuss this further during our next OLAC meeting. Melissa is going to take the suggestion of piloting new testing software to Faculty Senate. She will also help create a group of instructors willing to pilot the use of the software.

Cat will take the project to Tech Council

	Cat: OL has created a software line in their budget for piloting technology and projects such as this one. We will need to limit the number of tests for budget purposes. Once a pilot group is established, a demo will be arranged with each company and the faculty can decide which one to pilot. It may be possible to run a summer pilot or during our fall term. ✓ Cat will work with the vendors and set up a demo. ✓ Melissa will bring to senate next week and help gather volunteers to pilot the programs. Demos will not cost the College money. Once faculty sit through the demos they can choose which one would work best for all. If after piloting, the chosen company does not meet our needs, we can choose the other.
6.	**Quality Matters** Handout: *Quality Matters QM; Standards from the QM Higher Education Rubric, Fifth Edition* • Created by the Maryland University System. Handout reflects the current OL course shell templates that already incorporate QM standards. • There is some funding available through the state OL group for QM training. • QM Offers: o AQMR - Applying the QM of rubric o IYOC – Improving Your Online Courses o Peer Review o It is possible for a faculty member to be a peer reviewer for anyone throughout the state or you can use it for in-house peer reviews. Mellissa is interested • We would like to find a way we can use peer reviewing in the college. • Some faculty would like to do it who have been mentoring for quite a while Cat: We would like to find a way to incorporate this more. As an instructor, Melissa is excited about this. Discussion: • Train some faculty and they can then help train other faculty? Train-the trainer? • Create a timeframe on when to implement QM • OL is tossing ideas around and staying open to suggestions • How should we begin to implement this? • Melissa: Faculty and herself are interested • This is faculty centered

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	- Possible solution, a group of faculty could take up to 20 hours release time or project pay - In fall, we could train one or two instructors - Quality Matters annual conference will be in Portland next fall
6.	**Misc. Discussions:** - The Oregon Community College Distance Learning Association (OCCDLA) is comprised of the 17 state community college online learning programs and representatives from those schools. The group receives money from the state each biennium which is used for projects and emerging technology the colleges can share. This can include: , - Course Sharing - Professional development and Quality Matters - Looking at different software systems - Consortium licensing: i.e. Bb Collaborate, Genius - Pilot emerging technology. Currently working on a ZOOM virtual conferencing system pilot - Operations and Infrastructure - Accessibility: - Analytics - Online students success and retention: - Student readiness assessment - Mandatory orientations Cat is co-chair for OCCDLA now through this coming year academic year.
	NEXT MEETING: 1. QM - Cat 2. Test proctor - Cat 3. Mellissa will talk to senate about test proctor and bring back some names for proctor pilot 4. Orientation update 5. LMS will be for future discussion and if we want to move forward soon or pushout so we can work on current projects
	Adjournment – 3:05 PM

<div align="right">Recorder: Vickie Stom</div>