



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 12, 2011

**Room 902
2:30 – 4:30 p.m.**

1. Call to Order

Chair Crandall-Bear called the meeting to order at 2:39 pm.

2. Roll Call

Present:

Dale Crandall-Bear; George Daugavietis; Ferdinanda Florence; Marylou Fracisco; Mary Gumlia; Jeffrey Lamb; Scott Ota; Sandra Rotenberg; Robin Sytsma; Connie Adams

3. Approval of Minutes – May 9, 2011

Motion to Approve – Sandy; Seconded – Ferdinanda

Correct adjournment time to 4:43 pm

Passed as amended – Unanimous

4. Distance Ed Committee Reorganization – Dale Crandall-Bear

Dale emailed the tentative reorganization plan to members on August 22nd. He began discussion with a review of the May meeting chart and noted the change to the School of Human Performance Development.

Marylou stated that she and faculty in her area strongly advocate proportional representation. They have the majority of online instructors and do not want decisions affecting online instruction made by faculty who are not involved in online instruction. Dale confirmed that DE will make the Committee reorganization recommendation and the Academic Senate has authority on the final approval. Discussion included consideration for: how often the representation would need to be changed; if it would create a model that is too variable and a layer or extra work; actual meeting attendance could be a concern; the Committee could become unwieldy; cross-listings may not be factored into the numbers; members need to understand expectations for meeting attendance and reporting back out, and; areas might consider they similarly need more representation in Curriculum. To the latter, Marylou responded that issues in Curriculum and the Academic Senate are campus wide so two representatives per school makes sense and is individualized enough. But to decide what platform to use is more specific to DE. Mary suggested representation numbers based on online instructors could be considered annually rather than by semester.

Marylou agreed with Ferdinanda that there has not been much of a contentious vote recently, but in the beginning there was and non-online instructors influenced decisions. Ferdinanda suggested that adding a representative to CTE/Business would be reasonable. Dale queried if there would be three faculty members who would commit to attendance at the beginning of each term. Marylou asked if the Committee should distinguish between adjunct and full-time faculty. Dale suggested, and members concurred, that quorum would be based on members remaining active at meetings.

Members continued discussion on the other areas of representation. Jeff explained that he would be the representative dean based on the understanding that the current DE Coordinator, Sandy, reports to him. If a DE coordinator is with another school, then there may be another dean. Jeff will communicate out to the other deans.

EVP of Academic Affairs and the Tech Support are non-voting members.

The library, though housed in Liberal Arts, is part of the whole college community and has its own representative. A Counseling representative is important and Accreditation expects that online needs a counseling program. Dale and Ferdinanda are the current Liberal Arts representatives.

Dale will write to the ASSC for two voting members. He noted that there are two deans in the official lineup, but likely only one in practice.

Jeff recommended a change from Dean of Student Services to Dean of Student Services or designee.

Sandy questioned the relevance of financial aid in the DE Committee. Jeff clarified that that dean would be the person for addressing everything in student services. Sandy responded in agreement with a dean or director representative and noted that the College plans to offer more online student services. Mary stressed the importance of not limiting the position to one person in order to have flexibility and give Dean Erin Vines choice of a designee.

The final proposal is as follows:

New DE Committee, Fall 2011

School of Liberal Arts	2
School of Sciences	2
School of CTE	3
School of HPD	2
Counseling	1
DE Faculty Coordinator	1
Dean 1 (academic)	1
Dean 2 (SS)/designee	1
EVP Academic Affairs *	1
Technology Support *	1
Library	1
<u>ASSC (academic & vocational)</u>	<u>2</u>
Total members	18

Non-voting *

Ferdinanda made a motion to approve the DE Committee representation plan recommendation and take it to the next Academic Senate meeting; Seconded by Sandy; Passed – Unanimous.

Members agreed that at the beginning of each semester an accurate count of who commits regular attendance will be important and a separate list for quorum will be kept as necessary.

Dale will send out reminders for representatives. Each school will determine representative timelines in order to alternate rotation. Dale's understanding is that representatives are recommended to be experienced online instructors, but not required.

Note: The Senate pointed out that the Academic Senate and subcommittees are legislative committees and students should be non-voting (advisory only) members as it is not appropriate for students to vote on Academic Senate issues. requested an asterisk by the ASSC students to denote non-voting status. The Senate requested an asterisk be placed by the ASSC students to denote non-voting status. AS discussion item 9.1 on 10.03.11, AS approved 10.17.11.

5. LMS Report – Sandy Rotenberg

Sandy reported that she began research this summer on learning management systems to find what is available and preview a few of them. She found some remarkably easy to see with free courses for instructors. She brought a couple copies of LMS information for members to view. Her search started with extensive research and kept at it as things change quickly. The most interesting systems she found, Blackboard, Canvas, Etudes, and Desire2Learn have presented demos. ECollege is changing to Pearson Learning Studios and many things will be switching over and even if eCollege/Pearson is retained, it will have more of a textbook look and feel. Sandy confirmed the new look resembles My Labs. She reported that she eliminated Moodle Rooms because of basic html requirements which could be a hindrance. Remote Learners and Drupal Gardens are mostly for small systems and didn't seem useful. RSmart is based on the Sakai platform, but it is not highly used at present. Etudes is also based on Sakai, only used in California, and is extremely faculty driven, although the behind-the-scenes tools aren't as well fueled. The instructor information is phenomenal and much more obvious. Similar eCollege tools take more clicks to view. They also have a list of who else is on with you and seeing others online could go a long ways to ameliorate that sense of isolation. Dale stated that members can see all of these systems at some point. Sandy is working to get Etudes and Canvas for the next two meetings. A recommendation is needed by semester's end to take to the Academic Senate and administration. The open source systems can be downloaded free and run here. A hosting service, like Etudes, takes care of testing and makes sure everything is used correctly. Anything used here will be stored here. Canvas Cloud from Instructure is fairly new, has much integration and is really hot. Sandy opined the most exciting are Canvas and Etudes and both are open source and she has references and pricing information. Blackboard and Desire2Learn may be self-eliminating based on pricing. ECollege has the highest costs at \$30 per enrollment or around \$21 if all students using eCompanion are counted. This LMS review is budget driven as the DE budget must be reduced. Migration is a key issue and eCollege will not make migration easy. Etudes can work with whatever eCollege gives us and they will take care of it as part of the system price. San Joaquin Delta moved from eCollege to Etudes. Robin noted that she uses Etudes elsewhere and they offer great support and have a users' group site. Sandy acknowledged the downside of budget-driven change but expressed that part of the upside is that some of the best cost less and this can be a very creative process to find the latest technology. Dale stated that the possibility of charging fees for online is being discussed in the Chancellor's Office. Sandy added that online is a bargain for students and she sees more fun and interaction becoming available. At \$32 per student with eCollege, most of their customers are private colleges which pass fees along to students. The public side can't charge fees. However, the administration should acknowledge that with the \$4565 apportionment and eCollege costing at most \$32 per student, even counting instructor fees, online is a bargain.

Sandy reviewed platforms first with an overview and lots of research. One of the interesting things from Delta Initiative is a trend away from proprietary and to open source systems. If the third party host goes out of business, only the hosting support service needs to be changed. Jeff explained that even though this is a budget driven decision, it is important to take a self-reflective review and evaluate regularly. Along with a smart cost decision it is also important to see what is going on in the field and what the practices are. Everyone can take note of their questions and bring back to meetings or email Sandy. She is changing and adding to the report daily but she will send it as it is now. Blackboard is fabulous but their pricing is very high. Both Canvas and Blackboard give students a choice, which they can update, on how they want to receive messages so the teacher never has to worry about it.

The only California community colleges using eCollege now are Solano and Santa Monica. Sandy opined the decrease is due to cost and functionality. Blackboard has 60 California community colleges and Etudes has 25. Sandy also likes the new InStructure (Canvas) which has significant funding, and

she finds Etudes is very comfortable. Ferdinanda stressed importance of the migration issue and Jeff added that extracting from eCollege may be painful, but getting a system to be more flexible will be a great benefit. ECollege charges fees for course backup. She will contact Etudes and Canvas regarding migration options. She informed members that Canvas was begun by grad students who did a wonderful job including a lot of common sense items. Sakai was built ten years ago as a project from many universities. Mary questioned if the location of the company regarding rubric would be a concern. Sandy affirmed it is a factor to consider. Although they're more costly, Committee members would like to view Blackboard and Desire2Learn to have a larger frame of reference. Jeff suggested presentations be scheduled and members write down questions before and at demos for feedback afterwards.

Dale presented the proposed timeline:

Sept. 12	Overview of LMS platforms
Sept. 26	Presentation of Etudes to DE Committee and DE Instructors/Q&A
Oct. 10	Presentation of Canvas to DE Committee and DE Instructors/Q&A
Oct. 24	Full Discussion/working session/possible tentative decision
Nov. 7	Report to Senate on tentative decision
Nov. 14	Final DE Committee recommendation decision to Senate and Administration
Dec. 5	Senate approval
Dec. 12	Discussion of transition process

Dale should be able to get a sandbox, an actual empty shell, so members can build part of a course in the different systems to experience them and to initiate questions. Everyone agreed it would be a good idea for Sandy to demo and everyone can get online on alternating Mondays and/or other days.

Marylou noted it is important to have faculty see demos and other costs should be factored in, including instructors that could be lost. Sandy pointed out that the savings over time will more than cover conversion costs.

Dale will update the Academic Senate and he would like to have the tentative decision by the November 7 Academic Senate meeting. Sandy asked members to send questions to her or Connie to create a list. Dale stated the next meetings will be focused on LMS. Jeff recommended the Committee be open to other items that might be needed for review or action with the upcoming October Accreditation visit. Tracy Schneider would like a DE update for the Accreditation team.

Mary informed members that S/P Laguerre directed the formation of the Student Services Council and one of the topics will be eventual student equity access provision of online student services. Both the Committee and Subcommittee are meeting today. Reports are needed in DE to keep this body advised. Mary can bring updates to meetings and Dale will include that on agendas.

If changed, the LMS switchover would occur in spring and a new platform would begin in fall 2012. Ferdinanda queried if all platforms have flexibility and don't charge extra for moving. Sandy replied that some are FTES based and some are user based. Jeff noted that eCompanion is now free and should continue to be free to increase student access and added that My Groups and My Courses aren't taking the place of eCompanion, but they are stepping stones and can be used in place of eCompanion. Jeff's personal favorite has a shell for every class offered. Sandy stated that she is concerned about the storage limitation with Desire2Learn. Jeff responded that some files may be downsized. Mary questioned if the Committee should recommend that cost savings with a learning platform that is less expensive could be used for professional development considering the sections cut and classes cancelled. Ferdinanda queried if online sections, with increased demand, could be expanded because of savings. Jeff responded that he was told of one plan to reduce online costs and reinvest savings into coordinator time and professional development for faculty. Section reductions should be discussed with

feedback from faculty input when possible. Low-filling classes that are not as successful would be reviewed. Jeff explained the criteria is partly basic, some workforce development and BSI (by Chancellors), and he added success fill-rates. Another indicator was classes with larger caps. Mary also asked if in the future online classes will be increased. Jeff replied that is not typically the case and fill rates are discipline specific and not all online are greater fill than face-to-face classes.

Jeff asked Scott about the possibility of the College hosting the platform and what it would take. Scott will gather general information but had concerns about access and integration and added that the eCollege connector takes a huge amount of time.

6. Adjournment

Motion to Adjourn: Ferdinanda; Seconded – Marylou

The meeting was adjourned at 4:16 pm.