DISTANCE EDUCATION COMMITTEE

Adopted Minutes
October 24, 2011
Room 902
2:30 – 4:00 p.m.

1. Call to Order

Chair Crandall-Bear called the meeting to order at 2:36 pm.

2. Roll Call

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

3. Accreditation Meeting

Dale distributed an Accreditation Self-Study Report Planning Agenda that listed items most likely to be discussed during the 4:00 pm scheduled meeting with an Accreditation Team member.

The following points were made during review of items from Planning Agenda #1 on the handout:

The College will use relevant Student Opinion Survey results as a basis for discussions and improvement in DE.

- The Accreditation survey was completed last spring from which questions and a summary were drawn.
- Sandy broke down survey answers by showing percents related to students who have taken online classes.
- The DE Committee should ask Planning & Research to continue surveys. The next survey could include questions about gauging the awareness level of students with regards to the orientation which would be helpful for faculty who are teaching online as well.
- The Committee will rededicate time to follow up on the results of the survey which was derailed by necessary focus on Accreditation and LMS review.
- Mary's refurbishment of the DE introduction was an important accomplishment.
- Jeff has been completing faculty online and face-to-face evaluations for comparison. Other deans are or hopefully will be completing evaluations as well. The faculty evaluation form is the same for face-to-face and online classes but the student questions are modified for online classes. It would be good to have different language on the faculty form but contract change would be needed. Because the executive board didn't want different language for online faculty evaluation, language had been changed to avoid that.

The College will work collaboratively to negotiate terminology and follow through on creating, implementing, and enforcing DE guidelines.

- It would be good to have a flex activity on this topic and discussion in division meetings.
- Have the Academic Senate agree that guidelines are the way to go.
- Campus-wide no one will teach online unless they have training or have been approved through evaluation and the faculty checklist. This is an agreement, not a policy.
- Faculty can look at their area guidelines and it is important the dean upholds it.
- To be rigorous we need to be consistent across the board.
- The importance is in the collegiality of it. An instructor may know how to use the tools but may not have a good course.
- Goals can be established for the year and extend to where we want to be in 3-5 years through program review.
- Evaluations should be similar for face-to-face and online. DE should not be singled out.

- One of the schools has developed guidelines and that has been taken to the Academic Senate. Each department will be different, but the idea is that every department needs to develop faculty generated guidelines, bring them to the DE Committee, put out a request at division meetings, get the Academic Senate to come on board and agree that guidelines are the way to go.

The College will create outcomes for the DE Program.
- As we create and get program review data, program level outcomes would also be created. Would the information be based on both online and face-to-face?
- Steps have been taken to identify how well DE is communicating, including: LMS system; use of DE planning; how DE is progressing; online availability of Academic Affairs services; training, and; professional development.

The College will consider the following catalog issues.
- The Committee has written a DE description (see Oct. 11 and Nov. 8 minutes)

The College will consider adding a DE clause to the academic freedom policy.
- The Academic Senate was working on an academic freedom policy. Language is needed for the handbooks to address procedures for online students and faculty.
- Office hours for online classes should be posted on Banner.

The College will continue to develop department/school-level policies regarding online courses.
- Point to progress of humanities development of division guidelines.
  This is an accreditation expectation. Each school and departments within should develop their own guidelines.
- The Accreditation Committee came out with a new set of guidelines in Oct 2010, created with help from Title 5 and the Chancellor's Office.

The College will encapsulate all DE information and complete DE Program Review.
- Many things emanate from program outcomes. The Committee recognizes that a strong program review is important for DE to become fully integrated into the College community for the planning mechanisms on campus and to understand the scope of work to be done.
- Jeff brought forward program review type data for DE from Planning & Research last year and action can be taken to use the data after the LMS work is completed.
- Data is available for each school and their disciplines.

The College will begin purposely disaggregating data for DE instruction, including data on complaints/grievances.
- Highlight some of the distinctions that occur in how we make things happen for greater success of our students.
- Online statistics in registration counts students who are enrolled only in online classes.
- Online courses should have the same standards as classroom courses. Consistency between online and in-person is needed. How can consistency be created? Roy noted the fire marshal's office will have a requirement for capstone tests.
- The goal should be to have no preferences for online or face-to-face and data is needed to show that.

Jeff noted that everyone's participation is welcome at the DE Committee meeting with the Accreditation Team. He pointed out that Accreditation is looking at equity of student services. Mary reminded members that a Student Services Council was formed recently and they are looking at virtual services. She noted also that the links for Student Services have been moved up on the eCollege home page for easier access. An important point is that DE has a functioning Committee that meets regularly to work on items as addressed above and with focus on goals for the future.

4. LMS Platform Discussion
There will be two more opportunities to discuss the LMS review at the November 14th and December 12th DE meetings. The draft will be reviewed at a meeting with Jeff, Sandy, S/P Laguerre and VP Ligioso on November 3rd. Information that anyone wants included in the draft should be sent to Sandy. Two DE faculty members will be on the RFP review.

An eCollege demo is scheduled for November 7. Dale reported the faculty turnout at the demos has been disappointing and added that only faculty attending the demos will be invited to make the decisions.   The RFP will outline what is desired. Sandy stated that anyone interested can answer the RFP. Marylou asked for assurance of an apples-to-apples comparison. She added that a big issue will be support and that add-on costs need to be clear. Dale suggested everyone make a list of items to be addressed. Scott noted there will be smartphone apps for grades, they will be getting faster and adding more applications, SunGuard is talking about BANNER access with phones, and the question is how IT will handle that and who will be supporting the phones in five years.

3. Adjournment
Motion to Adjourn: Ferdinanda; Seconded – Marylou
The meeting adjourned at 3:50 p.m.

DE minutes draft 10.24.11/ca