



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

**December 12, 2011**

**Room 902**

**2:30 – 4:30 p.m.**

Chair Dale Crandall-Bear called the meeting to order at 2:33 pm.

Roll: Dale Crandall-Bear, Chair; Karen Cook; George Daugavietis; Ferdinanda Florence; Marylou Fracisco; Mary Gumlia; Scott Ota; Robin Sytsma; Connie Adams

Absent/excused: Jeffrey Lamb; Roy Pike; Sandra Rotenberg

#### **1. Approval of Minutes – 9.12.11; 10.24.11; 11.14.11**

9.12.11 Minutes: Add “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. 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.)”

Motion to Approve 9.12.11 Minutes as amended – George; Seconded – Ferdinanda; Passed – Unanimous

Motion to Approve 10.24.11 Minutes – Mary; Seconded – Robin; Passed – Unanimous

Motion to Approve 11.14.11 Minutes - Robin; Seconded –Karen; Passed – Unanimous

#### **2. LMS/RFP Update**

DCB clarified the only change in eCollege was a revision of their home page. Once into the course, there are no changes. The Committee never had time to fully discuss what members prefer on LMS, so Dale opened that up for discussion. Canvas created most of the positive comments as an intuitive system with a speed grader. Etudes and Canvas were both developed by faculty and are the least expensive. Ferdinanda preferred Etudes as a local company who was very responsive. Dale noted the RFPs will show costs, but it is unknown how they will be broken down. Moodle was not very impressive, but Dale also pointed out that the presenters were very different which affects the overall influence. Canvas is only five years old, changes often, and is on the cutting edge. Marylou expressed concern about LMS support levels for admin, teachers, and students, as well as getting too many changes. Dale reported that Canvas said they’d never roll out disruptive changes during a semester but they would implement changes quickly when available that would simplify the system. They’d never do anything without first asking the DE Coordinator and they have tech people who would call and discuss when to do it. ECollege is very cautious and conservative and takes forever to make positive changes. Robin has worked with Etudes at Delta College, finds it very easy and questions are responded to quickly. Tech support for students is through Delta Monday through Friday from 8am – 5pm.

George inquired if there would be a rollover issue. Dale responded the main issue is that eCollege is not being supportive about turning over content. Karen said that faculty need to know to get their content up and moved themselves. Exams can be downloaded and uploaded to a new system. The process would be labor intensive and would need to be started early next semester.

Dale reported the RFP Committee includes Ruth Fuller, Les Hubbard, Sandy Rotenberg, Dale Crandall-Bear, Barbara Fountain, Laura Scott, Rich Augustus, Justin Howell, Jeff Lamb, and EVP Reyes. The RFP first met to set a timeline and create a scorecard. The RFP deadline was Dec. 9. Sandy has been out from surgery and will continue participation from faxed documents. Questions raised were noted and sent out to everyone. LMS responses varied from Etudes saying it was overwhelming to another vendor stating that we really know what we want. Whether the old or a new platform will be used for summer classes is yet unknown. The following points and

concerns were raised during discussion: summer online classes may be cancelled; DE classes are 40% of the summer schedules; all the courses from 2007 will have to be rewritten; some instructors rely on summer courses for income; eCollege should be extended for summer and the change made for fall, and; faculty need to know the plans in a timely manner. Dale responded that he will bring answers as soon as he knows, retaining eCollege for the summer could be very costly, and he attends the meetings with EVP Reyes and Dean Lamb to bring input from the Committee. A decision will become official on February 28.

### **3. DE Coordinator Position**

Sandy Rotenberg will step down as DE Coordinator on December 20, 2011. A job announcement was sent out but no one applied. A faculty member needs to fill the position which would default to administration without applications so Dean Lamb and Sandy asked Dale to apply for the three-year position. Dale applied and has been working unpaid to get the spring shells out. He received one hour of training and follow-up training with eCollege. He noted that instructors will find their shells up automatically, if on the list, but requests are needed for eCompanion.

Karen suggested it would be a good idea to have a tech position as part of the coordinator support. Dale responded that he has been working on that and would like to split the coordinator position into two positions. One would be the tech side, which would handle trainings, and the faculty part could have more opportunity for innovation and teaching workshops. This model is common in most community colleges. The training and course creation could have been efficiently done in TLC, which we've lost, and Dale would like to get these things up and running and get a teachers' group going. With possibility of another reorg creating one more dean position, DE would have the opportunity to work with a dean. The College is apparently planning to do that with savings from the LMS change. The original plan was for a dean to oversee the coordinator. ECollege has proposed they would radically reduce their LMS cost with the stipulation that textbooks would have to be purchased through Pearson, their publisher. Dale hasn't seen a written proposal and opined that wouldn't be a good option. Ferdinanda noted that would impact the College bookstore, now contracted to Barnes & Noble.

### **4. DE Committee Chair**

Dale asked members to decide on a new DE Chair either now or in January. Scott suggested the Chair should be someone with a good DE history. Members discussed ideas briefly and deferred to January.

### **5. Plans for Spring 2012**

Members discussed the meeting schedule for spring. With some instructor schedules not confirmed yet, members who may be at one of the centers could use video conferencing as an option. CCC Confer is available in all rooms for phone conferences.

Dale asked members to keep in mind that Program Review has never been done for DE and this was an item that came out of Accreditation. A dean dedicated to DE would be able to help with that. It is important to get the data and see the program as a whole campus-wide program, and distinguish strengths and challenges. Dale recommended that program review should be a focus in spring or by fall. Marylou met with Peter Camish to ask about specific groupings and was impressed how quickly he was able to access information. Faculty will have the ability to look up information as well. Dale reiterated that while the Accreditation visit with DE seemed quite positive, DE was left with a message to keep moving on Program Review.

Members discussed concerns about filled classes, not knowing who will show up, having to turn away students, and the timeline for add codes. The Admissions office tells students they have ten days to pay fees or they will be dropped. George requires students show up at orientation if they want add codes and he never adds on the first class day. He added a required orientation to his online schedule. It is also on the first announcement for students who have registered. Announcements can be sent about 3-4 weeks before class begins. Communication is most important to explain how it works up front. Mary asked everyone to encourage students to see her or another counselor prior to class. These actions are up to each instructor.

The meeting adjourned at 3:47pm