



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

February 23, 2015

Room 812

2:30 p.m. – 4:00 p.m.

ATTENDANCE

The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.

Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Mary Gumlia (COUN); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)

Absent/Excused: Anne Bevilacqua (Interim Dean of SBS); Roger Clague (CTO); Neil Glines (Dean of LA); Sandra Rotenberg (Lib); Randy Smith (MS); and Christina Trujillo (LA)

1. DE Coordinator's Report

Launch of Correspondence Courses. Dale stated correspondence courses are being launched this week. Dale said Carol has been busy getting all the packages in order, printed, and ready to send to the prison. He said the courier service is set up to deliver packages to the prison; and the college is now working on how they will deliver the packages to the non-incarcerated students.

Dale mentioned one of the main concerns at this time is that there are not enough seats available for the amount of incarcerated students interested in taking classes. There are approximately 200 students ready to take classes; however, we do not have enough seats to accommodate that many students. Counselors had mentioned possibly using a lottery as the means to fill the correspondence course seats.

Dale said that Dr. Laguerre and Vice President Minor are looking for instructors to teach correspondence courses. They would like to see the program grow and see additional correspondence courses added for the Summer and Fall 2015 semester. It was mentioned that the prison would like to see an Associate's Degree program offered by SCC.

Dale reiterated that the six correspondence courses that will be taught first, have a pilot status and will need to be re-evaluated by senate later. Dale said he will provide a report to senate after the Spring 2015 correspondence courses are under way.

Shared Learning Project. Dale reminded committee members that “Shared Learning” is the teleconferencing modality where a course is taught in three different locations at one time. The next step should be to determine which classrooms will be utilized for this modality. Roger Clague will procure the equipment to link the classrooms together. The goal is to offer a group Shared Learning courses as pilot for the Fall 2015 semester.

Deadline for Fall 2015 online courses (March 5). March 5 is the deadline to submit online courses for review for the Fall 2015 semester. All new shells will be moved to the top of the list for review by Distance Education. Pilot courses will follow.

2. Update on Online Education Initiative (OEI)

See Course Design Rubric document. Dale said the Online Education Initiative (OEI) will be big. It will have a significant impact on our DE Program. Dale said the state did choose Canvas as a common LMS platform over Moodle and Blackboard. He said this will allow for a state-wide exchange of online courses that any community college student anywhere in the state can sign up for and take. The exchange will make it more viable for students to finish a degree in a timely manner with more class availability.

Dale said the OEI is a volunteer program. We are not required to move our courses into the exchange. He mentioned that colleges or instructors that do not participate may lose enrollments to the exchange. Dale said it would be a little easier for us to transition because we are already using Canvas as our LMS platform.

One of the state’s other concerns with the program is that there be common core standards across the board for all participants. This will provide a consistent navigational structure between all instructors and colleges with regard to SLOs, performance objectives, and expectations for student interaction. Dale mentioned the state will conduct a course shell review process similar to the process we have implemented at SCC. He said the state standards will be more rigorous.

Dale said retention and success will be addressed as online course concerns through the OEI. They plan to set course standards and create

student support networks to help with these issues. Dale said Linux has been awarded the contract to provide online tutoring through the state exchange. The online tutoring will be built into the system. It will be offered in real time by chat, email, and phone.

Dale shared with committee members the drafted course design rubric that the OEI Review Committee is using to evaluate courses submitted for consideration. There are five categories which include exemplary, accomplished, promising, incomplete, and not evident. Dale said the OEI is expecting synchronous and asynchronous interaction between instructors and students. They expect instructors to use student groups and collaborations in their course shells, which will allow for student interactions as well.

Dale said that OEI is piloting courses now. They plan to pilot courses for the Summer and Fall 2015 semester as well. Dale suggested he send an email to all the online instructors at SCC and share with them the rubric. He will encourage instructors to do a self-assessment and score themselves based on the guidelines listed in the rubric to determine if he/she will qualify for the OEI Program. Dale reiterated that it will be important to stay on top of any new information about OEI and work toward being ready to transition into the program. Dale said the role of DE Committee Members is to be a resource and assist instructors, who are interested in teaching through the OEI, with getting their course shells ready. DE might try to do some course shell reviews using the OEI rubric to see if an SCC course would pass their rigorous guidelines. Dale said this could be part of our Summer Institute.

3. Planning for 2015 Summer Institute

DE Committee Members discussed and decided the 2015 Summer Institute should be held on August 12 and 13. Dale will present the following key points to Dr. Laguerre as ideas to include in the summer institute:

1. Canvas
 - OEI Rubric
 - Canvas Online Tools
 - Collaboration
 - Groups
 - New Canvas Tools
 - Mobile App
 - Retention

	2. Correspondence
	3. Shared Learning
4. Course Shell Reviews (faculty only)	<p>SOCS 053B (KM) BUS 092 (CO) BUS 018 (CO) Faculty members who reviewed the shells listed above recommended that these courses not be approved.</p> <p>MKT 174 (PC) BUS 005 (PC) CIS 055 (BS) Faculty members who reviewed the shells listed above recommended the courses remain as pilots and be reviewed again at a later date.</p> <p>NUTR 010 (RS) – Final Faculty members who reviewed the shell listed above recommended the course be approved with a Final status.</p>
Adjournment	The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for March 9, 2015, in Room 812 from 2:30 p.m. – 4:00 p.m.