



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

April 27, 2015

Room 801

2:30 p.m. – 4:00 p.m.

ATTENDANCE	<p>The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.</p> <p>Members present were Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Mary Gumlia (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Anne Bevilacqua (Interim Dean of SBS); Roger Clague (CTO); Neil Glines (Dean of LA); Sarah Nordin (AT&B); Sandra Rotenberg (Lib); Randy Smith (MS); and Christina Trujillo (LA)</p>
1. Adoption of Minutes (4/13)	<p>Adoption of April 13, 2015, Meeting Minutes: Motion to approve – Lauren; Seconded – Robin; Passed – unanimously.</p>
2. Update on Online Education Initiative (OEI)	<p>Dale said the Online Education Initiative (OEI) is a state-wide program to create a common platform and Exchange for California Community Colleges only. Dale said there are two components to the program. There is the Common Course Management System (CCMS) component, which will allow any college in the state to move their online program into Canvas. The second component is the Exchange. The fee to participate in the CCMS will be lower due to a consortion price.</p> <p>Dale said we would not have to make any adjustments for the CCMS component. We will automatically transition over to the consortion price beginning July 1, 2015, when our current contract with Canvas rolls over into the next year.</p> <p>Dale said the Exchange will allow for a group of courses to be available to students throughout the state from any community college campus.</p>

He said there is now a state-wide course review committee that is piloting a review process on 30 courses. These courses will be piloted in Fall 2015, but offered to their home students only. Dale mentioned accessibility is the biggest issue being addressed by the review committee. The review committee is creating workshops on how to make courses more accessible. Dale said that SCC will have free professional development resources by participating in the consortium. The company that will offer this training is called @ONE.

Lauren asked what would happen if an instructor is teaching online during the Summer 2015 semester with regard to the July 1, 2015, transition date OEI. Dale said he would have to inquire about that issue. Erin asked if our URL address would change. Dale said the URL address will not change. Scott asked about proctoring. Dale said we will have access to a state-wide proctoring system, a student preparedness orientation module, and a built-in online tutoring program. There may be a \$25 an hour consortium fee for student tutoring; however, that is half the normal cost.

Dale said colleges will be able to move their entire program into the CCMS and not utilize the Exchange, move courses into the Exchange and ignore the CCMS, or colleges may opt to utilize both components. All SCC online/eCompanion shells will become part of the CCMS as of July 1, 2015. Dale said courses in the Exchange must meet a rigorous high standard, which will be set forth in the OEI Course Design Rubric.

Dale indicated that the first Exchange courses will be offered from a few colleges in the Spring 2016 semester. We will have an opportunity to join the Exchange in the Fall 2016 semester.

Barbara asked if it has been decided who within the Exchange will get the FTES. Dale said two new terms to become familiar with is "Home College" and "Teaching College." Students will be able to take online courses from their own "Home College" or from another college, which would be considered the "Teaching College." If a student from SCC took an online class at a "Teaching College," that college would receive the FTE for that student; however, SCC would receive the credits for that student.

Dale said the Exchange will create a free market place for all community colleges in California. He said the DE Committee will spend a lot of time next year assisting faculty in preparation for the Exchange by using the rubric to evaluate proposed courses.

3. Planning for 2015 Summer Institute

Workshop brainstorm list attached. Dale suggested the Distance Education Summer Institute be hosted on Wednesday, August 12 and Thursday, August 13, which is an optional flex day. Dale suggested we run a full Canvas training program for new faculty. He shared a list of workshop ideas with committee members. He said that volunteers will be needed to present some of the workshops. Dale plans to send an email to faculty with a workshop agenda to find out how many faculty members would be interested in attending, or who might be interested in presenting a workshop.

Mary suggested that DE have some faculty share their Canvas courses as part of a Best Practices Workshop. Erin offered to do a workshop on Jing. Carol offered to do a workshop on Google Docs from the faculty and student perspective. Dale said that OEI has offered to provide guest speakers to discuss an overview of the Online Education Initiative with a question and answer session. Scott offered his services to host a workshop as well.

Scott suggested that DE do some kind of TLC workshop through the Academic Success Center on a regular basis. Dale mentioned that Dr. Laguerre said that any savings SCC gained from participation in the Online Education Initiative, could be put back into the DE Program. Those funds could be used for student tutoring or workshop projects.

4. Evaluation of Correspondence Courses Pilot Program

Faculty Survey (draft attached). Dale shared with committee members the survey that will be distributed to the six faculty members who taught the piloted correspondence courses. Scott asked if the students would be surveyed. Dale said he would like for the students in the correspondence course program to be surveyed and suggested adopting Lassen's student survey for use.

Course Packet Reviews. Dale said the agreement was that SCC would do a set of pilot correspondence courses one time and then review the course packets and process. Dale said the Curriculum Committee will do an evaluation and present their findings to the Academic Senate. DE will evaluate the actual course packets. Course packet reviews will be deferred to the next DE meeting on May 11.

5. Online Course Shell Reviews (faculty only)

ASTR 010 (MG)
DE faculty members proceeded to discuss course concerns. Upon completion of discussions, DE Coordinator Dale Crandall-Bear asked for a motion to approve or disapprove the course as a continued pilot. Motion to disapprove – Svetlana; Seconded – Barbara
Dale called for a vote on the ASTR 010 (MG) Online Shell.

VOTE: MOTION TO DISAPPROVE ASTR 010 (MG)

Mary Gumlia	YES
Erin Duane	YES
Barbara Villatoro	YES
Svetlana Podkolzina	YES
Robin Sytsma	YES
Dale Crandall-Bear	YES

(0) NO (6) YES (0) ABS MOTION PASSED

Dale will communicate this decision to the school Dean.

CIS 066 (JM)

The review of CIS 066 (JM) will be deferred to the next DE meeting on May 11.

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for May 11, 2015, in Room 801 from 2:30 p.m. – 4:00 p.m.