



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 8, 2014

Room 801

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); Katie Berryhill (M&S); Roger Clague (CTO); Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Neil Glines (Dean of LA); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)

Absent/Excused: Mary Gumlia (COUN); Julia Kiss (Nurs); Laura Maghoney (AT&B); Scott Ota (IT); and Sandra Rotenberg (Lib)

Dale began the meeting by mentioning the agenda topics to be discussed, which included the adoption of minutes and updating the Canvas Transition Report. Dale said the DE Planning Agenda is the committee's opportunity to brainstorm and make plans for what they would like to do in the DE program over the next three years. Dale mentioned a new student survey will need to be done soon; however, the previous survey will need to be revised first. Dale asked if anyone has heard of the Online Education Initiative, and mentioned there is one course shell review to do. Dale asked if anyone had questions or adjustments to the agenda.

Dean Glines asked if there is any protocol for the DE Committee to evaluate online instructors and how it compares with a Dean performing an online instructor evaluation. Dale said a course shell review has nothing to do with a Dean's evaluation of an instructor. This is specifically documented in the course shell review process. The DE process is to review the instructor's course shell – not the instructor.

1. Adoption of Minutes (8/25)

Adoption of August 25, 2014 Meeting Minutes:
Motion to approve – Lauren; Seconded – Isabel
Discussion: Item 1, last paragraph, Svetlana requested her opposition to the DE Meeting time change be included; therefore, Sentence 4 was added.
Passed As Amended – unanimously.

2. Report/Summary of Canvas Transition

Dale shared the Transition Report with committee members and stated 129 sections have been approved as of August 25. He mentioned that 91 courses received final approval and 38 courses received pilot approval. Dale said there are 56 sections that have been taught at some point online in eCollege that have not been submitted to DE for request to teach in Canvas. Dale anticipates there will be more Course Shell Reviews to come in over the next few semesters.

Roger expressed concern about the remaining 56 sections, because of courses listings in the college catalog that are not actively offered. Dale stated it would be a good idea to compile a list of the pending 56 sections and send a message to faculty to inquire of his/her intentions. Roger, Erin, and Dale agreed those courses listed in the catalog that are not currently offered and have not been taught in a long time could then be eliminated from the catalog.

Dean Glines asked if the list is generated by instructor or course. Dale said they are sections generated by instructor. Dean Glines mentioned the fact that there are new instructors who have gone through the training program and are able to teach some of the remaining courses. He expressed the possibility of amending this information to the Transition Report. Dale mentioned the next step should be to convey the Summer 2015 and Fall 2015 deadline dates for submitting course shell reviews.

Dale reminded committee members of the previous meeting discussion to consider a change in how course shell reviews could be done. It was suggested that the DE Committee members do future course shell reviews. Dale mentioned the following negative points have been expressed by faculty with regard to course shell reviews:

1. Many times faculty has difficulty with finding two peers to do his/her course shell review.
2. Course shell reviews done by an assigned committee might be more objective and fair.

3. It will be feasible for the DE Committee to manage incoming course shell reviews now that the bulk of them have been completed.

Dale presented a policy proposal regarding Course Shell Reviews to DE Committee Members. Dale asked committee members if they had any suggestions regarding the policy statement. Roger expressed that he felt course shell reviews should be turned over to the appropriate schools and Deans. Dale mentioned that different standards would then be a problem between the different schools. Roger said the committee could still set the standards. He felt SCC would see more growth as we are better able to compete with other colleges, and that the DE Committee would not be able to keep up with a substantial amount of growth.

Dale stated he would add something to the statement about it being more consistent with the checklist and veteran online instructors. Dale will send the statement to all online faculty for their feedback. A formal proposal will be created during the next DE Meeting. The formal proposal will be presented to the Academic Senate for approval.

3. DE Planning Agenda for 2014- 2017

Brainstorm ideas. Dale asked for ideas that could be looked at over the next three years as DE planning agenda items. The following ideas were suggested for consideration by committee members:

- Captioning – Carol mentioned there is a DECT Grant available to get free captioning that we need to progress toward use.
- Expand Hybrid – Dale mentioned we need to clarify what specifically defines a Hybrid course and do more Hybrid Courses.
- “Shared Learning” Classes – Roger discussed the idea and some advantages to using “Shared Learning” in the future at SCC.
- Student Readiness – Erin Duane mentioned the consideration for having a course to teach students basic computer technology and study skills in preparation for face-to-face and online courses.
- Professional Development – Katie mentioned the need for more professional development and training for online faculty.

- Canvas Tweaks – Isabel asked about the possibility of monitoring Canvas tweaks and keeping a list of changes we would like to see made in Canvas.
- Online Student Test Monitoring – Lauren mentioned it would be great to have a system that verifies an online student when taking a test. Dale mentioned the Chancellor’s office is considering this as a requirement.

Roger offered to do a presentation for the DE Committee on a new software program called Prezi before leaving the meeting.

4. Survey of DE Students

Development of 2014 survey form. Dale asked committee members what questions they felt could be eliminated from the 2012 DE Student Survey. Dale said Isabel mentioned combining item number 2 and 4 together. Carol mentioned item number 9 should be changed to reflect Distance Education. Katie suggested number 16 and 17 be dropped. Erin suggested number 14 and 18 be changed or dropped. Isabel recommended changing the way question number 18 is set up. She felt more useful information might be gathered by offering options available for answers. Lindsay suggested question number 17 be changed. Lauren suggested number 15 be edited. She said the option for hours is too low. Isabel recommended changing 8 or more hours to 12 or more hours for number 15. Dale stated that Katie would like to eliminate all of Page 5. Carol agreed with Katie, but said question number 30 could be left in the survey while 22 through 29 as well as 31 through 36 are eliminated. Svetlana suggested many of the questions on Page 5 and 6 could be used for a separate survey.

It was decided to conclude survey decisions at the next DE Meeting. Dale said the goal is to publish another survey late October in 2014.

5. Online Education Initiative

For more information about the Online Education Initiative itself, go to <http://ccconlineed.org>. Dale stated the Online Education Initiative comes from the California Community College Chancellor’s Office. He encouraged committee members to review it. They are interested in establishing a common online ecosystem, which would include a common learning management platform. Phase 1 is to form a selection committee and define the ideal learning management system. They are then planning to issue a request for proposal that companies like Canvas and Blackboard would respond to by application. The Chancellor’s Office would then make a selection.

Phase 2 is to create a body of courses that students would be able to take online anywhere in the community college system and the criteria for the course will be consistent with others. If your course is accepted, it would then be posted state wide. Dale asked members to go to <http://ccconlineed.org>, click on the link entitled “seeking input from the field,” and then click on the link entitled “Online Education Initiative Common Course Management System” to take the survey before it ends on September 22.

Carol mentioned the link to CCC Confer as well as our Online Classes page has been added in Canvas under “Help” in the Help Corner, which will provide easy access for faculty and students.

**6. Course Shell
Reviews (Faculty)**

Dale asked for a motion to approve the following new course:
Motion to approve – Katie; Seconded – Lindsay; Passed – unanimously:

- MATH 011 (TG) – Pilot

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for September 22 in Room 801 from 2:30 p.m. – 4:00 p.m.