



## **DISTANCE EDUCATION COMMITTEE**

### **Adopted Minutes**

**September 22, 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 Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Neil Glines (Dean of LA); Mary Gumlia (COUN); Laura Maghoney (AT &B); Leslie Minor (Dean of SBS); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)

Absent/Excused: Isabel Anderson (LA); Roger Clague (CTO); Julia Kiss (Nurs); Scott Ota (IT); and Sandra Rotenberg (Lib)

Guest: Erin Moore (Curriculum)

#### **1. Adoption of Minutes (9/8/2014)**

Adoption of September 8, 2014 Meeting Minutes:

Motion to approve – Erin; Seconded – Robin; Passed – unanimously.

Dale introduced Leslie Minor, as the Dean of Social & Behavioral Sciences. DE Committee Members proceeded to introduce themselves to Dean Minor.

Dale suggested the meeting begin with agenda item number five and six while Erin Moore was present as a guest. Dale stated, "administration is interested in pioneering two new modalities of course offerings for the college." One is "Shared Learning," which involves telepresence technology that will enable an instructor to teach from one location in real time while projecting into classrooms at other SCC campuses. The other modality is "Correspondence Courses," which will enable SCC to offer courses to the local prison population. Dale mentioned that administration feels that both methods of instruction would fall under DE to oversee as a sub-committee of the Senate. The

DE Committee and Curriculum Committee will be involved in getting the two new programs started. Dale suggested the committee begin with the Correspondence Classes first (see Item #6 below).

**2. Survey of DE Students**

**Approve final draft of 2014 survey form.** Dale will revise the student survey form and email it out to committee members for review.

**3. New Course Shell Review Process**

**Approve final draft.** Dale presented to DE Committee Members the final draft statement for approval of the new course shell review process. He will then send it forward to the senate for approval.

Adoption of a New Course Shell Review Process Statement:  
Motion to approve – Erin; Seconded – Mary; Passed – unanimously.

**4. Planning for Committee review of Pilot courses**

Dale said there are 38 courses to review that were approved with a pilot status. He emphasized that by having DE review the pilot courses, we ensure the courses to be of the highest quality before final approval. Dale said he would list the pilot courses in chronological order by oldest to be reviewed first. Carol would then enroll the faculty committee members into the courses so they would be able to review them. Faculty agreed to review five courses per DE meeting. Dale suggested faculty members be enrolled in the first five courses a week before the next scheduled DE meeting.

Additional Discussion of Mandatory Orientations

Dean Minor asked about a mandatory online orientation. She said the college she previously worked at had a mandatory Canvas orientation set up through Banner for students to take. The orientation contained sets of assignments with tasks for students to complete. This helped orient them to Canvas. Banner would unlock and allow students to sign up for any online class after passing the orientation once. Dean Minor said this procedure helped the college maintain high retention rates, because students felt more comfortable in their online classes after taking the required orientation.

Lauren asked if consideration for a mandatory orientation could be given to students in eCompanion courses as well. It was determined that eCompanion Instructors can require their students to go through the orientation. Dale mentioned this has been a topic of discussion in the past, and DE is planning to consider a mandatory orientation. Dale said he liked the idea that it might be automated with Banner and force a student to take the orientation before they sign up for an online class. Dale asked Dean Minor if she would share the orientation from the

## **5. Shared Learning Classes**

other college with committee members at the next DE meeting.

“Shared Learning” is the other new modality being developed at SCC. Dale mentioned the issues are similar for “Shared Learning” and correspondence courses. A process for course proposals, course modifications through curriculum, and faculty discussions within the departments are needed.

Dale’s understanding from Roger is that administration would like to do one-to-three pilot classes during the Spring 2015 semester. Dale mentioned there are approximately 17 faculty members interested in teaching these classes. Dale feels that “Shared Learning” will help support those courses that are in danger of being cancelled due to lower enrollments.

Dale mentioned modifying the “Addendum Form for Approval of Correspondence Courses” to fit the needs for a “Shared Learning” form. Dale will plan to work on both forms in preparation for a vote at the next DE meeting. Dale is going to revise the form to accommodate “Shared Learning,” and email it to committee members to review for feedback.

Svetlana expressed concerns conveyed by others about legalities surrounding unsupervised students in a “Shared Learning” environment. Dale suggested that DE committee members have this topic added to their school’s meeting agenda and invite Roger to the school meetings for questions and answers.

Lauren asked how exams would be given in these classrooms. She felt exams would need to be proctored. Dale said procedures will need to be implemented for these types of issues. Dale said some sort of proctoring system would need to be in place.

Dean Glines inquired about the cost to set up the telepresence classrooms. Dale said he understood this is to be part of the Measure Q funding.

## **6. Correspondence Classes**

Dale mentioned the first step will be to figure out how we are going to get courses in the pipeline to be offered, which will need senate and curriculum approval first. Dale mentioned a group has been meeting with regard to correspondence courses. Dale asked Erin Moore, who is included in the correspondence course group meetings, to update committee members with where the process is currently.

Erin Moore discussed the Addendum Form for Approval of Correspondence Courses. Erin mentioned there were previous discussions on what information would need to be included in the form. Erin said that she has not seen any specific examples of separate correspondence forms from other colleges. Erin asked Dale to address the importance of having a separate DE and correspondence form.

Dale said curriculum is mandated by Title 5 to do separate course approvals for different modes of instruction. Dale said there is quite a distinction between online courses, correspondence courses, and shared learning courses; therefore, each needs to be treated as a separate program. Dale mentioned the same standards must be met for distance education courses and correspondence courses with regard to accreditation.

Erin said contact hours and homework hours as well as how we meet the requirements for each is currently being discussed. Both have to be considered in a course outline. How will methods of instruction with regard to lectures and lab best be met. Evaluation and feedback will be important, because instructors and students will not be meeting face-to-face. Regular effective contact is another major part of discussions. Erin suggested DE define what regular effective contact guidelines should be in terms of how many times faculty should initiate correspondence with a student throughout a term.

Lauren asked if correspondence courses are designed to be self-paced. Erin explained that correspondence courses cannot be self-paced because of contact hour requirements. The course instructor will set a schedule for the course. Correspondence students will not be able to progress to the next module in a course until the start date for that module.

Mary asked about the evaluation form that Lassen uses for students to fill out. Mary inquired how quantitative and qualitative information would be monitored. Where is the review process and how do we know how things are going? Erin told the committee she could not answer that question; however, that part of the reason for consulting with DE is to work through some of the processes. Dale questioned whether correspondence courses would be a part of an instructor's evaluation undertaken by the Deans, or whether DE would do a correspondence course evaluation to ensure procedures and deadlines are met. Dale mentioned this is a procedure that is now being done by the Deans on instructors who teach online courses.

Mary is concerned that a distinction needs to be made between correspondence and online courses while maintaining integrity to be able to offer credible courses. Dale said the distinction is the separate review process and the integrity would be that the standards are comparable.

Carol asked if there would be any support services for correspondence students. Dean Minor said EOPS would offer student support services through its department. Dean Minor mentioned other students can opt to take correspondence courses as well. Correspondence courses cannot be limited to one population. Dale stated the challenge will be how to create instructor initiated contact within the limitations of correspondence courses. Dale presented a form used by Lassen for a course that initiates instructor and student contact. Committee members discussed different aspects of the form.

Lauren inquired as to the time line for providing materials back to SCC from the Vacaville prison. Erin said there will be a daily courier that brings material back and forth between SCC and the Vacaville prison. Lauren asked if instructors will be expected to give feedback within 48 hours. Dale said these are things that DE is going to help decide. Lauren inquired as to how many students each class might have. Dean Minor said the content, classes, and caps are the same as other methods of instruction. The delivery method between modalities is the only difference.

Mary asked how exams and essays will be handled. Erin said the delivery method of exams will be left up to the instructors. The exam might be open book or proctored. Dean Minor reiterated and said essays can be proctored as well.

Erin said many of the approved DE courses should be able to be offered as correspondence courses. Dale stated the starting point for any course will entail department and faculty discussions to determine which courses will work as correspondence courses. Erin said SCC will offer pilot counseling courses as correspondence courses for the Spring 2015 term.

Dale clarified that the process can be fast-tracked, but should begin with the curriculum committee and the senate approval on the Addendum Form for Approval of Correspondence Courses.

Dale said many faculty will want to know if the entire course packet must be completed for review. Dean Minor asked what the

requirement is for online courses. Dale said two-thirds of an online course has to be done for the review process. It was discussed that there might be a little more leniency granted to correspondence courses due to the rigorous written preparation. It was determined that a correspondence course package should be 50 to 75 percent complete for the review process.

Erin Moore said if the minimum amount of regular and effective contact between instructor and student is established as once weekly, Michael Wyly would like it to be written into policy so the senate can vote on it as procedure.

Erin, Dale, and committee members concluded this agenda item by discussing a time line to present the Addendum Form to other committees for approval.

#### **Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for October 13 in Room 801 from 2:30 p.m. – 4:00 p.m.