



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

October 13, 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); Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Neil Glines (Dean of LA); Mary Gumlia (COUN); Laura Maghoney (AT &B); Sarah Nordin (AT&B); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)

Absent/Excused: Roger Clague (CTO); Julia Kiss (Nurs); Leslie Minor (Dean of SBS); Scott Ota (IT); Lindsay Padilla (SBS); and Sandra Rotenberg (Lib)

1. Adoption of Minutes (9/22/2014)

Adoption of September 22, 2014 Meeting Minutes:
Motion to approve – Erin; Seconded – Dean Glines; Passed – unanimously.

Dale introduced and welcomed Sarah Nordin back to the DE Committee.

2. Survey of DE Students

Approve final draft of 2014 survey form. Dale shared the final draft of the 2014 DE Student Survey. The 2014 survey is a modified version of the student survey published in 2012. Dale would like to have the survey dispersed in early November. Dale asked if committee members had any questions about the survey.

Sarah asked how the survey will be dispersed. Dale said the Research and Planning Department sends out the survey. They then collect and collate the responses. The data was carefully screened in 2012 and then shared with faculty. Erin suggested the choice "I prefer online courses" be added to Question 8 as an available answer.

Dale proposed DE ask to be made aware of any planned survey distribution exclusively to online students in the future. He shared the concern that online students may ignore surveys if too many are distributed. Committee members agreed that Dale will ask the Outreach and Public Relations Office as well as Research and Planning to notify DE when a survey is being sent out to specifically target online students.

3. Correspondence Classes

Approve final draft of Course Modification Form (Curriculum Committee). Dale suggested the DE Committee defer the vote on the final draft of the Addendum Form for Approval of Correspondence Courses until after the Curriculum Committee vote. Dale asked Laura and Sarah to share their schools' discussions and concerns from recent meetings.

Laura mentioned many of the concerns were not about the form, but about the lack of planning or process for correspondence courses. Sarah compared the requirements for DE and instructor initiated contact with students to the requirement being proposed for correspondence courses. She conveyed that many in her school meetings feel the correspondence courses were being quickly pushed through with a lack of planning as well.

Dale asked Dean Glines if it is true that a course cannot be legally offered at SCC unless the Curriculum Committee approves that course first. Dean Glines confirmed that to be true. Dean Glines expressed his concern that there is so much focus on the Course Modification Form; however, that is not the real issue of concern. The real issue lies with the speed and lack of consultation for something that may ultimately damage the college. Approving the form is irrelevant. It is most important to approve a process for a correspondence course program that will be honored and followed. The DE Committee agreed to defer its consideration of the form until further developments in the Curriculum Committee and Academic Senate.

Svetlana said the faculty workload is an issue that should be considered for teaching correspondence courses. She also questioned whether or not the instructor salary or instructor initiated contact with the student should be the same as with teaching an online class. Dale reiterated that instructor contact with students is governed by Title 5 and accreditation. Svetlana and other committee members agreed these considerations will take time to work through.

Discuss first draft of Course Packet Review Form (DE Committee). This topic was postponed for discussion due to the deferred Course Modification Form for correspondence courses.

4. Shared Learning Classes

Discuss first draft of Course Modification Form (Curriculum Committee). Dale conveyed to committee members that there have been no updates on the project “Shared Learning” since a month ago when the topic was first discussed.

Committee members agreed to defer on the Course Modification Form for “Shared Learning” as well due to lack of information and lack of implementation of procedure.

Discuss role of DE Committee in Shared Learning Classes. This topic was postponed for discussion due to the deferred Course Modification Form for “Shared Learning” courses.

5. New Course Shell Reviews (for Summer 2015)

Dale said the deadline for summer course shell review submissions was October 3. Five course shell review applications were received. Four of them had only one faculty review done. Dale suggested consideration for the courses with one review be postponed until a second review is received.

Dale said DE will soon transition to the new process for doing the course shell reviews. The senate will vote on it at their October 20 meeting. The new process, involving direct DE Committee review of online course shells – see item #6 below, will apply to courses that need to be reviewed for the Fall 2015 schedule.

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

- CJ 062 (SN) – Final

6. Committee Review of Pilot Courses

Orientation to the new committee review process. Dale said the immediate task will be to review the previously approved 38 pilot courses. The pilot courses will be reviewed in chronological order starting with the oldest first. Dale suggested faculty members be divided into teams of three. This would allow for a decision to be made on nine courses during each of the remaining 2014 meetings. Dale shared with committee members the schedule for reviewing the first nine courses. He suggested Erin be changed to the list of instructors that will review the pilot approved LR 010 course.

Sarah suggested that she be added to the list to review the pilot approved Criminal Justice courses. Dale said that Carol will enroll faculty in the shells and set up the collaborated course shell review checklist a week before each DE meeting.

Isabel raised concerns regarding FERPA for review of live courses. Dale will check with Barbara Fountain about the FERPA laws. He suggested a special role be created for the review of pilot approved courses to exclude certain information.

Dale asked if there were any other topics that anyone would like to discuss. Carol brought up the topic regarding media software and media storage. Dale mentioned the current project to collect media for submission to an approved vendor and apply for closed captioning through the DECT grant. Carol said she is extending the deadline for those faculty members who have already submitted a request to have until October 24 to get their media turned in.

Carol suggested we begin evaluating media software to decide what program might best meet our needs. Some considerations should include file conversion, closed captioning, and screen capture. We need to get something that we can obtain a campus-wide license for and make available to our entire faculty. We also need to come up with a way to store media that instructors can link to from his/her Canvas shell.

Dale suggested that committee members discuss these issues over the next couple months and decide what is needed. This information would then be presented to IT for consideration on behalf of faculty at SCC.

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for October 27 in Room 801 from 2:30 p.m. – 4:00 p.m.