

## SMCCCD Distance Education Advisory Committee (DEAC)

### Minutes of the Meeting September 11, 2007

2 – 4 pm

District Office – Board Room

#### Attendees:

District: Vice Chancellor Luan; Kathy Blackwood, CFO; Eric Raznick & Jasmine Witham, ITS; Jim Petromilli, CTL.

Cañada College  
Patty Dilko

College of San Mateo  
Susan Estes  
Ron Brown  
Marilyn Lawrence, KCSM  
Betty Fleming

Skyline College

Absent : Daniela Castillo; Alma Cervantes; Nick Kapp; Marilyn McBride; Margery Meadows; Katie Townsend-Merino; Jonathan Vasquez

The meeting was called to order by Vice Chancellor Luan at 2:00 pm. He relayed regrets that co-chair Dani Castillo isn't available on Tuesday afternoons. Significant efforts to locate the most convenient time DEAC members are commonly available have been made.

The minutes of 5/18/07 were reviewed and approved [ m/s/c Petromilli/Lawrence], with two abstentions.

#### DE Data & Reports:

##### Co-Chairs Luan/Castillo Report:

a) Proposed definitions of types of DE courses need to be slightly modified to reflect actual practice. (Item needs to wait upon confirmation on CCC Chancellor's Office approval of the Title 5 changes.)

b) Copies were distributed of Dr. Luan's memo to academic deans re: DE status and request for Spring 08 plans, as well as training to be offered to all online instructors (current and future) which will be conducted by the CTL. Currently there are about 46 online instructors in the district. Hopefully they could all go through structured training designed for preparing for or improving online teaching.

c) Copies of the Board Report re: approval of the 5-year contract with eCollege for CMS services (maximum cost \$350,00 per year) were distributed. Kathy Blackwood questioned the source of revenue, and put the contract into the context of the budget.

Review Committee/Subcommittee Charge: Charges to the subcommittees were distributed and reviewed, and members from each subcommittee reported on its activities.

Course Offerings: Patty Dilko suggested distributing the proposed DE Policies draft document through the district shared governance process to request feedback. The item could be put onto the agenda of the Shared Governance Council as an information item for the Sept. 17<sup>th</sup> meeting. Dr. Luan will review the draft one more time before Ms Dilko and he will frame a memo for distribution of the document.

Resources: Marilyn Lawrence reported on behalf of the taskforce of the subcommittee (K. Blackwood, E. O'Brien, D. Bennett) on Student Services resources necessary for DE student support and their availability online. Jim Petromilli noted that since a majority on online students are taking classes on campus as well, the same services should be available online as on campus. An essential consideration is whether to have one distance education related Student Services website for all students in the district or one for each college. It is possible to have one site with links to services at each college. Ron Brown proposed that the existing district website be improved to provide the necessary information, otherwise it becomes just another layer of links. Patty Dilko proposed separate recognition of Distance Education on a central site maintained by the district and linked to appropriate services at the colleges. Jasmine Witham noted that the district site is not to replace the college sites. Existing sites need to be improved in a flow sense. The three colleges are updating their websites, with a completion target of Fall '08. The group supported the idea that we need a DE 'gateway' which will direct students to the other sites. Ms Witham also noted the need to consider a broader perspective and best use of resources (e.g. one person from one college could spend 2 hours in rotation using Instant Messaging to respond to students from throughout the district, or one person at each campus could spend eight hours responding to students from that college.

The consensus was that recommendations be given to the colleges in updating their web pages and considering modifications to student services. The committee agreed that we need one portal for DE students to enter, which would include self-assessment tools and a universal login page for DE courses. Protocol dictates that recommendations should be distributed from the DEAC Co-Chairs.

Technology: Eric Raznick described the concept of a single portal for students to find their DE classes; class listings could be linked to the class URL. It would be relatively easy for ITS to create such a gateway. Raznick, Witham and Fleming will report back at the October meeting. ITS is also working on links from the faculty member's name in WebSMART class listings to his/her web page. Jim Petromilli reported on the consideration of CTL assisting faculty in the choice of (CMS) platform. They recommend that eCollege should be used primarily for online classes, and WebACCESS for other instances, such as

individual faculty web pages and supplemental online class materials. Faculty may always exercise a choice of platform and no faculty will be forced to change the platform which they have been using for distance ed courses. Mr. Petromilli distributed a draft plan of Training for Online Teaching. K. Blackwood asked if the training could be used to generate FTES (class for credit). P. Dilko stated that faculty senate should be invited to give input to the planned training courses, to be sure that faculty's needs are met. She will distribute the draft to the District Academic Senate for its meeting October 8<sup>th</sup>.

#### Communication to colleges:

Dr. Luan distributed DE enrollment information encompassing five years of enrollment history and a planning document called DE Degree Matrix listing Associate Degree requirements fulfilled by DE courses, which will be given to the colleges to inform their planning for future DE classes. He thanked Betty Fleming and Jaz Witham for working on identifying distance ed courses meant for degrees and certificates and particularly the DE Degree Matrix that Betty put together. Several members remarked that it will be a very useful document.

#### Committee Self-assessment:

Dr. Luan distributed the DEAC 2007-08 Task list for discussion and for tentative assignments. The tasks are mostly the work carried over from last year. The group reviewed the tasks and suggested assigning individuals to the tasks rather than subcommittees. Tasks were assigned to various DEAC members and others involved. It was suggested that Martha Tilmann be involved also, because of her interest in Distance Education and possible future responsibilities in the area.

DEAC meetings are currently scheduled for the first Tuesday afternoon of each month (next October 2). Dr. Luan will check to see if there is another date which would allow more members to attend.

The meeting adjourned at 3:50 pm.

Prepared by: B. Fleming