

## SMCCCD Distance Education Advisory Committee (DEAC)

### Minutes of the Meeting October 19, 2007

District Office – Board Room

#### Attendees:

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

#### Cañada College

Marilyn McBride  
Dani Castillo  
Patty Dilko

#### College of San Mateo

Susan Estes  
Martha Tilmann  
Diana Bennett  
Madeleine Murphy  
Eileen O'Brien  
Marilyn Lawrence, KCSM  
Betty Fleming

#### Skyline College

Margery Meadows  
Judy Lariviere  
Nick Kapp

The meeting was called to order by Co-chair Dani Castillo at 1:40 pm. Co-chair Jing Luan announced that Eric Brenner will replace Ron Brown as the AFT faculty representative on DEAC as of the next meeting. Future meeting dates were discussed and the following calendar was established for Fridays at 1:30 pm in the District Office Board Room:

November 16, 2007	March 28, 2008
December 21, 2007 – no meeting	April 18, 2008
January 25, 2008 (Flex Day)	May 16, 2008
February 22, 2008	

Regarding the tentative plan to hold a meeting at the Cañada Library, with a tour of the new facilities, Dr. Luan suggested keeping the meetings at the district office and perhaps adding a tour of the new facilities at a later date.

The minutes of 9/11/07 were reviewed and approved [ m/s/c Bennett/Blackwood], with one abstention.

#### Reports:

Course Offerings: Marilyn McBride noted that the committee has not met, and that the DE Policies draft document to be discussed at this meeting is proposed by Patty Dilko and Nick Kapp.

#### Task List:

Diana Bennett reported that the *Online Course Evaluation Form* was approved by the CSM Academic Senate in March. It is posted on the DEAC SharePoint

site. It was agreed that Diana and Jing will locate the files and share with the committee after the meeting. Since there were no representatives of the District Academic Senate or AFT present, the item was tabled until the next meeting so that it can be reviewed beforehand, then discussed and a recommendation forwarded to HR and AFT for consideration.

*Distance Education Gateway* – Eric Raznick presented a demonstration of a draft DE Gateway on WebSMART, to be linked with the colleges' websites, the DL webpage and WebACCESS, which will provide a listing of all DE courses in the district with links directly to the course URL. Questions and suggestions:

- Is it possible to have an individual student's DE courses come up?
- Add the message that students **must** have a valid email address before enrolling in a DE course (students do not always have a current email address listed in the database).
- Where will URL information be obtained? – Division Assistants may enter the data with the Section Long Title (SSASYLB), or faculty may enter it through the WebACCESS Faculty Menu/Syllabus info/ Preferences.
- Where to go from here with the Gateway? – Make it part of the portal, live for Spring 08. An announcement to Instructional Deans, copied to VPIs, will include a request the DE faculty enter their own course URLs. Information should be included in training material for DE instructors.

Eric Raznick, Jasmine Witham and Joanne Trott were thanked for their work. Raznick will work on the individual student's DE page link.

#### Draft DE Guidelines –

*Enrollment Caps* (McBride/Castillo/Blackwood) - Dani Castillo noted that the Draft DE Guidelines suggest an enrollment limit of 20 for online classes, which is not equal to on-campus classes; class limits and pay for large enrollment should be the same for online and on-campus classes. Petromilli suggested using faculty choice as an incentive for teaching online classes. Class size is a negotiable item. Meadows – training incentives for preparation and time investment are more critical than class size. Blackwood – if class size is a negotiable issue, DEAC should not recommend; if the recommendation (for a limit of 20) is based on pedagogy, we need to have data to support it. Dilko – DEAC can and should make a recommendation, based on participants research. Murphy – change of medium for delivery does not imply a change in enrollment limits. Castillo – Since there has been no policy, some instructors have had very large enrollments. McBride – instructors have chosen to allow many students to add. The group consensus was to remove the first time limit of 20 students from the Draft DE Guidelines (page 5, second bullet). The Academic Senates and District Shared Governance Committee are currently discussing class size issues; these issues should be revisited after the discussions have taken place. McBride suggests requesting feedback by February, and the group agreed.

*Other Faculty Issues* – The question of why percentage of load is part of the considerations was raised. Murphy proposed removal of the last sentence of the

first paragraph on page 11. After much discussion it was decided to keep only the first sentence of the last paragraph on page 10 and table discussion of the two paragraphs on page 11 until the next meeting, when Eric Brenner will be present to represent AFT.

*Workload Computation* – It is not clear how faculty load, lab hours and by arrangement hours are determined. The DL Course Outline Addendum includes discussion and determination of load and distribution of hours, so it is appropriate to revisit those issues periodically. Vice Chancellor Luan assigned a taskforce headed by Marilyn McBride to consider the issues on page 11: Regular and Effective Contact; Virtual Office Hours; Class size; Percentage of load for online classes; Support and incentives; Evaluation and Ownership of intellectual property. K. Blackwood, E. Brenner, D. Castillo, P. Dilko, and M. Meadows, as well as Dr. Luan and Betty Fleming, both ex-officio, will serve on the taskforce.

*Training* – A plan for training for online teaching is needed. Jim Petromilli of the CTL developed a proposal for training, and the Academic Senate requested to review the plan. Nick Kapp and Patty Dilko reported that faculty wanted more support in how to apply content to the new modality. The suggestion to hire expert course designers came from the college Senates. There was support for forums with experienced instructors and pedagogy training, possibly during inter-sessions during the winter break. Luan suggested a CTL Orientation, MULT 101, and eCollege training. Meadows reported that faculty have been told they must use WebACCESS, and are concerned about rumors that it would not be supported. Luan stated that WebACCESS will continue, and is available to faculty by choice. eCollege is the recommended choice for classes altogether online. Murphy stated that the platforms should look and act the same from the student perspective.

Luan re-focused the discussion on training – it is highly desirable for faculty to have basic internet skills and training on the platform (CMS) used to deliver the course. We are trying to establish a certificate or structured training program. The college Academic Senates want to further discuss the suggested training. Kapp – The Skyline Academic Senate thought that the CTL proposal emphasizes technology, whereas they want more information on pedagogy. Murphy – experience teaches that the technology is daunting but not actually difficult. Dr. Luan appointed a subcommittee of D. Castillo, P. Dilko, M. Murphy and himself as a subcommittee to consider training programs.

The Draft Distance Education Guidelines will be discussed further at future DEAC meetings.