

## SMCCCD Distance Education Advisory Committee (DEAC)

### Minutes of the Meeting January 25, 2008

District Office – Board Room

Attendees:

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

Cañada College

Patty Dilko

College of San Mateo

Martha Tilmann

Eileen O'Brien

Betty Fleming

Skyline College

Judith LaRiviere

The meeting was called to order by co-chairs Dani Castillo and Jing Luan at 1:35 pm, who noted that there was not a quorum present to conduct business.

DE Gateway: Jim Petromilli suggested that the scheduled presentation on the Distance Education Gateway be postponed until February 25<sup>th</sup>, for the larger group to see. Jasmine Witham agreed to come to the meeting on February 25<sup>th</sup> to demonstrate the DE Gateway. She noted that on the WebSMART home page, a tab for "Distance Education" is in the upper right corner. The Gateway includes links to faculty/course home pages.

Minutes: Corrections to the draft minutes from the November meeting were to list Nick Kapp under Skyline College, and to correct the last name for Eileen O'Brien. The minutes will be reviewed for adoption at the next DEAC meeting.

Training Update: Eight people participated in the Fall 2007 cohort; some had some experience teaching online in our district; some were experienced in online teaching for other districts, and some were new to this mode of instructional delivery. The discussion/mentoring meetings (practica) conducted by Madeleine Murphy were well done and very well received. They contributed to the overall quality of the training program. Some participants are still finishing the training elements. Evaluations received thus far are very positive.

Patty Dilko noted that AFT considers stipends a negotiable item, and that there is a widely held perception among faculty that the participants of the first group were hand selected. DEAC approved the process of naming participants through the academic deans, but news of the program was not widely circulated. Taking more time to plan for the next training session will allow more time for technical training and for accessibility training, which needs to be part of planning courses. Ms. Dilko stated that it is great to have various perspectives on shaping and improving the training program, but questioned the breadth of participation. She

asked that Fleming attend the District Academic Senate Board meeting on Feb. 11<sup>th</sup> to discuss the training program.

SMCCCD Distance Education Plan: Dr. Luan noted many of the items included in the proposed DE Guidelines are negotiable items, which are not appropriate for this group to consider, and other issues are matters of best practices that should be included in a planning document. Therefore, DEAC should concentrate on developing a distance education plan, which was originally called for by the Vision Planning document. Dr. Luan suggested that DEAC set aside consideration of the proposed DE Guidelines. The group agreed, and Dr Luan presented information on DEAC work to date, and a PowerPoint presentation on a draft version of the Distance Education Plan. The report, "Draft Distance Education Plan" is posted on the DEAC Sharepoint site.

The DE Plan will provide enrollment projections and projected demand to determine program and course development needs, as well as listing best practices in Distance Education delivery. Lengthy discussion of the draft plan followed. Jim Petromilli noted that we need to figure out how to work toward meeting student needs, including a timeline, and that the DE Plan should integrate with the Educational Master Plans of the colleges. It was noted that this plan represents a shift to the District in coordinating analysis and with colleges taking active roles in planning for program and course development. SMCCCD is behind most Bay Ten colleges in percentage of FTES in Distance Education. Patty Dilko requested adding a comparison to overall state percentages of FTES in Distance Education. DE statewide has grown substantially over the period 1996 to 2006. The finished plan should include specific plans and time lines, as well as plans for marketing DE programs.

Dr. Luan will present the DE Plan to the Board of Trustees during the retreat February 9<sup>th</sup>, and bring the Plan back to DEAC for the February meeting.

Communication with the colleges re: Distance Education: Ways to prompt greater information exchange between DEAC and the colleges was discussed. We must solicit information from the colleges about what is going on in Distance Education locally.

Committee effectiveness: Members must understand that regular attendance at DEAC meetings is required in order for the committee to be effective.

The next DEAC meeting will be Friday, February 25<sup>th</sup> at 1:30 pm in the Board Room at the District Office.

The meeting was adjourned at 3:15 pm.

Submitted by:

Betty Fleming