

SMCCCD Distance Education Advisory Committee (DEAC)

Minutes of the Meeting May 16, 2008

District Office – Board Room

Attendees: Co-Chairs: Jing Luan, Dani Castillo ITS: Eric Raznick

Cañada College
Marilyn McBride
Patty Dilko

College of San Mateo
Martha Tilmann
Eileen O'Brien

Betty Fleming

Skyline College
Alma Cervantes
(now AFT rep)
Nick Kapp
Judy Lariviere

The meeting was called to order by Vice Chancellor- Luan at 1:40pm

M/S/C (Lariviere/O'Brien) The minutes of the meeting held 3/28/08 were accepted with the correction of the spelling of Judy Lariviere's name

Distance Education Strategic Plan – Dr. Luan noted that the approved DE Strategic Plan had been distilled and separated into two sections/documents: The Plan itself and DE Status and Guidelines. Both shall be on the VC-ESP website. The Plan was shared with the colleges' VPs of Instruction, and includes most of their recommendations.

O'Brien requested a definition of "hybrid" courses; CSM defines hybrid classes as being ≥ 51% class time in face-to-face mode. The Committee on Instruction will discuss the definition again and try to reach agreement among all three colleges. The definition(s) will be reviewed by the Chancellor's Council, then the Board of Trustees.

The focus of DEAC for the next year will be continued evaluation of progress toward the implementation of the Strategic Plan, with consideration of student success rates and best practices.

Questions/discussion:

Cervantes asked about faculty support in the Strategic Plan for improvement in- retention, success rates, etc. – addressed in Course Offerings and Resources, Access, Success and Retention.

Dilko asked how the DE Plan fits into the college and district planning cycle.

O'Brien asked how the goals in the plan are translated to the colleges and departments.
-- Each college would determine where and how increases should be made, and where emphasis should be.

Kapp stated that looking at the history of growth in DE enrollments, a 20% increase is a modest goal.

Cervantes asked for confirmation that faculty would be encouraged, but not required to develop online classes.

Dilko stated that support must come from the department level.

Hub-centric Distance Education is growing in popularity. [*?Promote high school students' readiness for online classes.*]

2008-09 DEAC Meeting Calendar:

DEAC should consider having some meetings in distance mode. After some discussion, it was agreed to schedule half or more of the meetings at a distance.

The meeting day was discussed at length, and the third Friday afternoon of the month, from 1:30 – 3:30, was agreed upon.

9/19/08 Face-to-face meeting to include a CCC Confer demonstration

10/17/08 Meeting via CCC Confer

Subsequent meetings TBD

Ricardo Flores, Division Assistant for the Cañada University Center will join DEAC in the fall. He completed an online certificate program at CSUEB.

Lariviere requested that the Accessibility materials for faculty developed on the eCollege platform be incorporated into WebACCESS as well, so that the material is readily available on both platforms.

Structured Training for Online Teaching - the STOT plan for Spr/Summer 08 was reviewed. It is scheduled for May 22 – July 17. Response has been very positive.

Self-assessment:

Deltas:

- DEAC goals for the coming year should be discussed and determined at the first meeting. There were no joint goals this year.
- The agenda should be disseminated at least 72 hours before each meeting. Outlook should be used to schedule and commit to meetings.
- Tighten focus on the agenda; appoint a timekeeper at each meeting if necessary.
- Attendance has been inconsistent. Need to encourage commitment.
- Use CCC Confer for every meeting?

Pluses:

- Completed the DE Strategic Plan
- Planned and implemented a Training for Online Teaching program
- SharePoint site is good. Refresher training should be offered at the first meeting.
- Good minutes
- Patty's cookies

The meeting was adjourned at 3:00pm.

Submitted by Betty Fleming