

SMCCCD Distance Education Advisory Committee (DEAC)

Minutes of the Meeting September 19, 2008

District Office – Board Room

Attendees:

District: Jing Luan; Eric Raznick, Jasmine Witham; Jim Petromilli

Dani Castillo, Co-Chair, was out due to illness.

Cañada College

Ricardo Flores

College of San Mateo

Martha Tilmann

Diana Bennett

Eileen O'Brien

Skyline College

Nick Kapp

Judith LaRiviere

Felix Perez

Betty Fleming

The meeting was called to order by Vice Chancellor Luan at 1:35pm. He mentioned that Co-chair Dani Castillo is on a leave of absence and will be back to join him in the future. Her presence was missed.

Nick Kapp asked about virtual meetings through CCC Confer, endorsed by DEAC in the last academic year. Discussion was postponed until later in the meeting.

The minutes of the meeting held 5/16/08 were considered, and a definition of the term "hub-centric" requested. The term was used to refer to a physical location for DE students to study together and provide peer support. The minutes were approved (m/s O'Brien/Kapp) with two abstentions.

Martha Tilmann volunteered to be timekeeper for the meeting; discussion items will be limited to 10 minutes each.

Ricardo Flores, from the University Center at Cañada College, was introduced as a new member of DEAC. It was noted that there are now three AFT representatives on DEAC – Alma Cervantes, Eric Brenner and Nick Kapp. Martha Tilmann inquired whether there is equitable representation from all constituencies. There are faculty representatives from the Academic Senates as well as from AFT. Dr. Luan will ask Alma Cervantes to follow up with AFT regarding union representation.

Discussion:

2008-09 Goals: The DE Strategic Plan calls for: increasing the number of DE enrollments district-wide by 20% per year in the next ten years, which unofficially equates to about 5 sections per campus per year as verbalized by a committee member, and increasing the success rate in DE courses to be among the highest in the Bay 10. The colleges will address strategies to respond to these goals and to promote student success. Kapp requested a document on the DEAC SharePoint site listing the goals separately from the Vision Statement and Strategic Plan. Petromilli suggested that DEAC provide assistance to the colleges for

planning. A brief discussion of a DE Planning Checklist authored by Pat James followed, and Tilmann suggested that the three colleges' plans be melded into one plan. Kapp agree that resource planning should be at the DEAC level. Petromilli stated that each college should develop its own plan; Tilmann said that the goal should be to provide the opportunity to air and discuss differences regarding planning strategies. Luan reminded everyone that the District Strategic Plan as written and approved is meant to give the Colleges optimal flexibility in developing plans to respond to that of the District, and was not meant to be prescriptive.

There was a discussion of the DEAC SharePoint site: some suggestions were to use a more common naming convention for files; to use yearly folders for agendas, minutes, etc., with the most recent document on top; to set key words for searching the site; and to have a training session including navigation, access and editing rights. Eric Raznick offered to conduct a brief SharePoint training session at the next DEAC meeting. Kapp suggested that minutes of DEAC meetings be posted for approval soon after each meeting, or at the end of the meeting.

It was noted that last year, DEAC agreed to use CCC Confer for alternate meetings. The October 17th meeting, including SharePoint training, will be set up through CCC Confer, and evaluated afterward. There was some division of opinion as to whether the intention was to meet from a distance in alternate months, or to provide the opportunity to attend each meeting virtually rather than in person.

Consideration returned to the role of DEAC and 2008/09 goals:

Assist colleges with setting targets: DEAC should establish a timeline for the **colleges** to develop their **DE plans**, and encourage the colleges to have a draft strategic plan for DE by mid-year, then compare the plans to identify curriculum and program needs, including impacted classes, and note success and retention data. DEAC should work on an environmental scan to describe the actual context and assess goals. College strategic plans may not give curriculum information; need to ask which courses are proposed for online presentation; Division Work Plans should include DE information. Dr. Luan encourages DEAC members to participate in the formation of campus-level DE Plans.

Identify resources for faculty technology support positions: Raznick suggested that DEAC should take an advocacy role for support services for DE such as technology and course designers.

External speakers/DE presentations: DEAC will sponsor speakers and/or forums on the campuses, and make them available to all faculty. Events can be recorded for posterity (podcasting, etc.), and used for professional development requirements. iTunesU has as many meetings recorded and posted on the web. The Center for the Scholarship of Teaching and Learning is sponsoring several speakers; presentations should be recorded for sharing with other faculty. Information about such meetings and about access to recordings should be widely disseminated.

Review and expand STOT: Comments:

- Qualifying standards should be enforced
- Accessibility training should focus on particular CMS (each is different)
- Develop an "Is DE for me?" questionnaire for faculty
- The program would not be considered successful with a 50 % failure rate

- Betty responded by stating that the program was successful – of the original list of 23, eight withdrew with cause, non related to the program in a negative way, 11 completed all components, and five are still working on some of the requirements. Evaluations were very positive, with some good suggestions: that we offer a general session on the uses and benefits of a course management system before training on a particular system, that discipline specific discussion groups be organized
- Need sufficient (more) time for training
- There is a need for ongoing training and support.
- A dedicated, knowledgeable mentor is needed at on each campus.

Nick Kapp noted that the September *Advocate* addressed training issues; and that AFT has proposed an agreement that a district-sponsored DE training course should include a stipend of \$1500 for twenty-five hours.

Thanks and appreciation was expressed for the accessibility training provided by Judy Lariviere and Carolyn Fiori, the practicum led by Madeleine Murphy, the technology workshops provided by the CTLs, support from the Academic Senate, the provision of excellent training by @ONE (a project of the CCC System Office), and coordination by Betty Fleming.

Information item: At the request of one of our colleges, the District is providing email accounts for all students through my.smccd.edu. It is scheduled to begin October 20th; information will be widely available. Email addresses in WebACCESS and eCollege will also be changed; students may forward their district email to a personal account.

Items for future agendas:

Share Point Training – Eric Raznick will give an overview at the next meeting
Harry Joel will be asked to give an update on negotiations.

Virtual meetings in alternate months will be assessed after the October meeting on CCC Confer.

Martha Tilmann said that there was an expectation of face to face meetings each month, with alternate meetings augmented with conference call technology. There was a division of opinions and recollections of discussions at previous DEAC meetings. The issue will be revisited after assessment of the use of CCC Confer for the October 17th meeting. Those who wish to attend in person may come to the Executive Conference Room at the District Office; the meeting will also be available on CCC Confer.

Submitted by

Betty Fleming