

SMCCCD Distance Education Advisory Committee (DEAC)

Minutes of the Meeting October 17, 2008

District Office – Cypress Room/ CCC Confer

Attendees: Co-Chair: Jing Luan ITS: Eric Raznick CTL: Jim Petromilli
Co-Chair Dani Castillo is still not able to participate, due to illness

Cañada College

Patty Dilko
Ricardo Flores

College of San Mateo

Martha Tilmann

Betty Fleming

Skyline College

Margery Meadows
Judy Lariviere
Nick Kapp
Felix Perez

The meeting was called to order by Vice Chancellor Luan at 1:32pm. The audio portion of the meeting will be archived in CCC Confer

The minutes of the meeting held 9/19/08 were considered, with the notation from Nick Kapp that he is not sure he is considered by AFT to be a representative. Dr. Luan has verified that Alma Cervantes is an AFT-appointed representative. M/S/C (Tilmann/Kapp) the minutes were approved with one abstention.

Discussion: Luan called attention to the seven 2008-09 Goals listed on the agenda:

1. Assist colleges with setting targets – How should DEAC assist the colleges? Kapp – continuing enrollment growth will happen as a result of DE emphasis; guidance will grow out of curriculum and program needs.
3. Identify curriculum & program needs – Luan cited identification of impacted courses district-wide; DE programs are being considered by the colleges. Kapp suggested referring analysis to a committee, which could report back next month. Tilmann asked if district-wide data is to be considered that DEAC should gather the information. Luan noted that the Strategic Plan includes some of that information. Dilko stated that information should be reviewed and refreshed, then sent back to the colleges. Tilmann said that all colleges will want to see what DE courses and programs the others are offering. Luan noted that degrees are granted by the colleges; the district is not accredited to offer degrees or courses. Tilmann expressed the need to look at others, so that classes and programs offered will complement, not compete with one another. DEAC can facilitate planning by providing information to the colleges and faculty coordination. Meadows noted that care should be taken is using information from other colleges; it is not necessarily beneficial to retreat from courses that others are offering. A committee was named to coordinate gathering and sharing of information. Luan volunteered Susan Estes, and asked ITS for the participation of Jasmine Witham. Kapp suggested Christine Roumbanis from the District Curriculum Committee. Luan will participate, ex officio, and appointed Ricardo Flores from Cañada and Betty Fleming. The committee name will be the District-wide DE Curriculum and Program

Needs Committee. Community needs assessments from the colleges and the district will be included in its considerations.

2. Review and expand continue offering the Structured Training for Online Teaching Program (change in wording by common consent) – An MOU agreed to by the District and AFT has not yet been received; it will be sent to DEAC members. Petromilli suggested that the agreed upon stipend be turned over to the colleges to determine their own needs, and possibly leverage the benefit. Dilko and Flores agreed that it is necessary to keep a centralized program to maintain consistency of quality. Fleming described the @ONE Online Teaching Certification course options. Luan stated that the intent is not to expand training, but to offer it more often. The STOT Task Force will meet Monday, October 20th, to consider next steps. Kapp requested that committee notes be posted on SharePoint. Recommendations will be reported back to DEAC. Meadows asked about information/statistics on completed training. Lariviere asked how many online courses were actually introduced as a result of training, and expressed concern for reducing training time, per the MOU. For example, Accessibility training is crucial with the new DE Guidelines requirements. Dilko observed that as a participant, the training was just enough to get together a course; much more time is needed to be fully prepared. Perez asked for distribution of a list of alumni participants who could be a resource to others. Luan agreed.
4. Monitor enrollments, success & retention - Success is defined as completion of a course with a grade of A, B, C or Pass. Kapp asked who will monitor and where – Research Offices at the colleges? Should a DEAC committee be responsible? The committee investigating curriculum needs should look at these factors, also. Kapp stated that the college research departments should track this data automatically, and it should be readily available. Luan said the information should go on SharePoint first. Perez asked that research and comments be reported and shared sooner.
5. Encourage members to participate in campus level distance ed discussions - DEAC members are encouraged to participate in discussions and planning at the college level. Skyline has an active TAC committee; Petromilli participates in the TAC at Cañada also. Kapp participates in the DE Planning committee at Skyline. Luan noted that the district monitors enrollment, success and retention rates, needs can be identified and fed back through college curriculum committees. Tilmann reported that the CSM DE Committee has not had many meetings, and has been concerned primarily with the Substantive Change Report required by the Accreditation Commission. Only deans have participated in the discussions. Flores has entered unofficial discussions of DE at Cañada, and he has a personal interest as well. Accessibility has been considered in the Diversity Committee. Dilko brought up the need for a standardized student survey for DE classes, which was widely endorsed by the group.
6. Identify resources for faculty technology support positions – The issue has not yet been considered in the district budget. Perez noted that sometimes commitment to a particular technology is premature. Should we consider course designers?

Multimedia technicians? Raznick noted that the CTL offers technical support to the colleges, but is understaffed at present. Faculty expressed the desire to continue to be content experts, and do not wish to have to learn technical applications. Luan noted that DEAC had discussed course designers. Dilko stated that course designers are a critical resource to expand DE programs. More technical help is also needed. Raznick said that we need to support our goals. Luan noted the need to identify source(s) of funding. Flores said that we have the technology already; instructors should focus on usability. Training with a CSM will help dispel mistaken notions – it is not necessary to learn HTML, Dreamweaver, etc. Raznick said that he does not disagree, but beginners want and need help to get their materials mounted. Lariviere stated that faculty needs a course designer to help with accessibility issues. Dilko said that she has taken the training, but is still overwhelmed, and needs help. Individuals can do it alone, but if we want to scale up the DE program, we need additional support. Perez noted that we need to also consider student needs in using a CMS/technology, and provide necessary help. Lariviere said that when hiring, we should look for faculty with a background in course design. Discussion will continue at the November DEAC meeting.

7. Sponsor one external speaker and organize existing distance education related presentations - Pat James Hanz, Dean of Distance Learning at Mount San Jacinto College, and Co-Director of the CCCC @ONE Project is very willing to speak in our district. Fees, payable to @ONE, would be \$200 plus travel expenses, or \$500 per day plus travel and lodging for a three-day intensive training session. She is prepared to speak to administrators on policy and planning issues, and/or to faculty on their role in Distance Education. Her background information and qualifications may be viewed on: <http://www.linkedin.com/pub/4/680/25>. Dilko suggested a two-pronged approach, with one presentation for administrators and another for faculty. Petromilli wants to record the sessions for later use, also. All agreed; Luan will schedule a date.

Item 2 – Update on AFT contract: The MOU re: Training for Online Teaching will be sent to DEAC members.

Item 3 – Luan will send out individual inquiries to those who are not attending for confirmation of 2009 DEAC membership.

Item 4 – See #7 above.

Share Point – Eric Raznick gave a demonstration of how to use the DEAC SharePoint site, and noted that the CTLs may offer a SharePoint workshop. The site is accessible through the district portal page, under “Committees and Projects of the Vice Chancellor of Educational Services and Planning.”

The meeting was adjourned at 3:20 pm.

Submitted by Betty Fleming