

SMCCCD Distance Education Advisory Committee (DEAC)

Minutes of the Meeting held November 21, 2008

District Office Board Room

Attendees: Jing Luan, Co-Chair; Eric Raznick, ITS (call-in); Patty Dilko (call-in) and Ricardo Flores, Cañada; Alma Cervantes and Felix Perez, Skyline; Betty Fleming, CSM

The meeting was moved to the Board Room to accommodate the number present, and called to order at 1:45 pm.

The minutes of 10/17/08 were accepted as written.

Ricardo Flores volunteered to act as timekeeper.

Discussion of 08-09 DEAC Goals

1. Assist colleges with setting enrollment targets

What is the status of DE planning at the campuses?

- The CSM Educational Master Plan states that telecourses will be discontinued, and that an AA degree obtainable through DE mode will be developed. No specific plans are included.
- Flores is not aware of any DE planning at Cañada; the issue may be on hold until the hiring process for a new VPI has concluded.
- Luan suggested that perhaps college administration need to be reminded of the DE Policy.
- At Skyline, TEAC (??) talks about online instruction locally and is informed of DEAC proceedings

Question was raised: What should be the structure or process for establishing and maintaining communication between the colleges and DEAC?

What does this goal actually mean?

The attendees suggested the following:

- DEAC's role should be to clarify DE issues (e.g. distinguishing between online classes and other modes of delivery), and to assist the colleges when asked.
- DEAC should coordinate the use of resources in common, and encourage consistent planning for DE.
- The use of a (district supported) platform creates a community within the platform.

- DEAC should be proactive in campus considerations, so that information is shared with constituencies
- The goals of this committee include setting DE targets and promoting standards in DE classes which are critical to development of particular plans.
- CSM made a commitment to DE through assigning a dean to Distance Learning. DEAC should support the colleges' efforts, and also allow them room for implementation.
- We need to re-visit this discussion to have consistent understanding and agreement on the role of DEAC.
- Luan suggested that we consider goal #1 along with goal #5.

2. STOT Plan – The training element of the Draft STOT Plan was reviewed.

- Question: Does the latest training plan comply with the contract?

Luan explained the conditions of the MOU (25 hours of approved training yields a stipend of \$1500), and explained how Phase I and Phase II fulfill the conditions of the MOU. The additional stipend of \$1500 mentioned in the MOU is paid by college due upon the development and delivery of a new or significantly restructured DE course.

- How will budget constraints affect the training program? The remaining balance for training will allow approximately ten faculty members to be trained this year.

- Is the training available to DEAC members? Yes!

- DEAC and managers should encourage staff members to participate in Phase I training.

Judy Lariviere could not attend the meeting, but requests that we do not lose sight of the importance of accessibility training in Phase II as well.

Course management systems should include accessibility features. --

Accessibility is required and emphasized by the (State Chancellor's) System Office, and we can require that CMSs include technology for access. – Both platforms do provide accessibility technology, but we need to train faculty to use it.

- The STOT proposal was unanimously ratified.

Action Item: finalize training schedule and arrange for announcement to faculty

3 & 4 -- Luan reported that the Decision Support Services Work Advisory Group and the District Research Council are meeting to discuss coding for DE classes. – The purpose of coding is to inform students about classes, and for MIS reporting to the state. Correct coding the courses is critically important. Luan said that the coding in the DE Plan will be updated, using the new coding. Cervantes asked if the data be available by the next DEAC meeting.

Action Item: Luan will update the committee on the coding discussion/decision.

- 6 Resources for faculty technology support positions – Is this a priority? Cervantes and Dilko agreed that it is a priority, based on requests from faculty, and DEAC should articulate the need. Dilko stated that the Senates have made suggestions to the District about the future role of CTL, and that it be developed in light of emerging needs. Luan stated that if this is a priority, the District and Academic Senate leadership should develop a statement of the need for priority in allocating resources and funding for faculty support for design and development of DE courses.
Action Item: Dilko will work with Luan to develop the concept and wording.
- 5 Participation in campus-level DE discussions - the Chancellor's Council approved this goal wholeheartedly. Luan asked for agreement to move this item to #1 on the list of goals, and to combine 1 & 5. Perez suggests that each member report to DEAC from the college. One way is through the Institutional Planning Councils. DEAC members are encouraged to take an active role at their respective colleges. Since colleges are inclusive of all constituencies and viewpoints in DE discussions, DEAC members can request to be on the agenda of technology committees and college councils to discuss DE issues.
7. Pat James, co-director of @ONE and Dean of Distance Learning at Mt. San Jacinto College, will speak to the Managers' Forum on March 20th, and give a general presentation for faculty and staff in the afternoon. The event will be promoted through DEAC members, Academic Senates, and general announcements.

Other:

Re: the issue of student authentication see the documents on the DEAC SharePoint site under "Handouts".

Action Item: It was suggested that future teleconferencing meetings should be arranged so that participants are closer to the phone. When using CCC Confer, the web component should also be used.

Action Item: Luan will notify the group of updated DEAC membership information.

The regular date of the DEAC meeting for January would have been in the first week of classes, therefore, the next meeting will be held in February.

Submitted by Betty Fleming