

SMCCCD Distance Education Advisory Committee (DEAC)

Minutes of the Meeting February 20, 2009

District Office – Cypress Room/CCC Confer

Attendees: District: Jing Luan; Eric Raznick (by phone)

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

Cañada College
None

College of San Mateo
Martha Tilmann (by phone)

Skyline College
Felix Perez
Alma Cervantes

Betty Fleming

The meeting was called to order by Vice Chancellor Luan after technical difficulties were resolved.

The minutes of the meeting held 11/21/08 were reviewed and accepted.

With so few in attendance, a timekeeper was not deemed necessary.

For the April meeting, we will check with the colleges and consider DEAC membership for 2009-10.

Discussion:

2008-2009 Goals and updates:

1) Members to participate en campus level Distance Ed discussions and assist colleges with setting targets: { from mtg 9/16/08: 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.}

Skyline – Felix Perez is a member of the Technology Advisory Committee, whose plan includes DE need; VPI Regina Stroud is presenting the plan to college constituencies.

Perez will send the Draft Technology Plan to Dr. Luan.

CSM – Martha Tilmann reported that CSM is forming a new DE Committee; members are being selected; its first meeting is TBA. VPI Susan Estes will focus on responding to the Accreditation Report findings. The Substantive Change Report for DE could not be submitted because the college was in warning status. A follow-up report was submitted instead; the Substantive Change report will be updated and re-submitted when appropriate.

2) STOT for Spring 2009: 35 faculty members have enrolled for the five-program training series this semester. The series includes characteristics and demonstration of online classes; Pat James, highly regarded DE instructor, administrator, and co-director of the CCC@ONE training project, speaking on “Putting You in Your Online Class”; demonstration of technology features and resources for DE classes; an introduction to accessibility and compliance with ADA requirements; and required procedures, support services and resources for faculty. Dr. Luan thanked the STOT Taskforce for developing the program, and stated that the district would pay for follow-up training offered through @ONE.

3) Identify district-wide DE curriculum and program needs: Dr. Luan will work on this item in preparation for the Board of Trustees Study Session on Distance Education this spring. The VPs for Instruction will be asked for their colleges' input; enrollments, student success and retention rates (item #4) will be included as well. Substantive Change Reports have not yet been submitted to the Board of Trustees or to ACCJC.

4) Monitor DE enrollments, success and retention rates: see above

5) Identify resources for faculty technology support positions: Eric Raznick stated that ITS advocates a position for faculty support services for DE. Dr. Luan named himself, Patty Dilko, Frank Vaskelis, and Eric Raznick to a group to discuss technology support for DE faculty, the role of the CTL, and the possibility of a course designer position.

6) External speakers and presentations: Pat James will speak to managers on March 20, 2009, 10-11am, and to faculty that afternoon, 2 – 4 pm in CSM Bldg 2, Room 110. (see #2 above.) CTL will be asked to record the presentation for those who cannot attend.

Information:

- 1) Dr. Luan, ITS and the college Instruction Offices have discussed and agreed upon consistent coding for Distance Education courses and clarified how data is put into the system to maintain accuracy.
- 2) The issue of DE Student Authentication was raised in the National Education Act of 2008; the issue has been discussed throughout the country, and various solutions have been offered. Unless further requirements are established by the US Department of Education, password protected systems are deemed to be sufficient security. Any updates will be brought to the next meeting.
- 3) Committee Self-Assessment: How can we get people to attend?

Felix Perez suggested an automatic telephone reminder.

Martha Tilmann observed that using teleconferencing is good.

Erick Raznick said that not enough people are attending. He would like faculty users groups to discuss issues.

Perhaps we can develop the user group concept using the STOT classes, which could provide a forum for questions and answers.

Perez suggested a DE fair, with much coverage. We could request volunteers to host or propose such meetings or online forums. Volunteers would be sought ahead of time.

Tilmann suggested that the three colleges collaborate through the District Committee on Instruction, working to complement one another's DE development, not compete or try to operate in a vacuum.

The district can look at enrollment management at all three colleges.

Luan referred to the District Strategic Plan, Section 2.3 which sets enrollment growth targets.

Tilmann suggested that DEAC advise more determined action from the district level, e.g. the Committee on Instruction could initiate enrollment management at the district level.

We need to ask absent members about participation (or lack thereof), and discuss the latest proposals (at the college level).

The meeting was adjourned at 2:40 pm.

Submitted by

Betty Fleming