

## SMCCCD Distance Education Advisory Committee (DEAC)

### Minutes of the Meeting April 17, 2009

District Office – Cypress Room/CCC Confer

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

Cañada College  
Ricardo Flores

College of San Mateo  
Madeleine Murphy

Betty Fleming

Skyline College  
Alma Cervantes  
Nick Kapp  
Judy Lariviere  
Felix Perez

Former co-chair Dani Castillo has withdrawn; she is relocating to Colorado. Patty Dilko was attending the state Academic Senate meeting.

The meeting was called to order at 1:40pm by Vice Chancellor Luan. There was some question of whether the start time was 1:30 or 2:00.

The minutes of the meeting held February 20, 2009 were reviewed and accepted, with the notation that Alma Cervantes says that she attended that meeting.

Committee members endorsed a presentation to Dani Castillo as a thank you for her service to the committee. Various suggestions were made; Jing Luan will select a commemorative item and make the presentation.

#### **Discussion:**

##### 1. 2008-2009 Goals and updates:

##### a. Encourage members to participate in campus level Distance Ed discussions and assist colleges with setting targets:

CSM – the recently organized Distance Learning Committee is meeting to discuss issues and formulate plans, policies and procedures for Distance Learning. They are employing the successful models developed by other community colleges and DL community colleges as patterns.

Skyline – the Technology Advisory Committee had a demonstration of new equipment – the Smart Classroom and the Smart Board. Jim Petromilli explained the process of choosing and ordering equipment and participating in planning for technological needs. Cervantes suggested that Petromilli give a similar presentation to DEAC. Skyline has a new webpage for online students, giving information on getting started and including links to online classes.

Cañada – The Technology Committee met recently. Flores is attending CTL training and developing an online LCTR course (Study Skills and Tutor Training), which will run as a pilot project in the fall.

##### b. STOT for Spring 2009: 33 faculty members are continuing to participate in the training series this semester. After completing the series, participants may be reimbursed by the district for the course tuition (up to \$75) after completing the 'Introduction to Online Teaching and Learning' offered by the CCC@ONE training project. Lariviere mentioned that an excellent class on accessibility is also

available through @ONE. The committee's was asked for an opinion about continuing the STOT program as financially feasible, and the response was an emphatic "Yes!"

Have we tracked training groups to see how many do actually teach an online course? - Not yet.

c. Identify district-wide DE curriculum and program needs: discussed under Board Study Session

d. Monitor DE enrollments, success and retention rates: discussed under Board Study Session

e) Identify resources for faculty technology support positions: Facing unprecedented economic challenges, allocating resources for a faculty technology support position is not promising. Judy Lariviere noted that in Pat James presentation, she emphasized characteristics of contact, not necessarily the latest technology, in 'putting you in your online class.'

f) External speakers and presentations: Pat James, Dean of Library and Technology at Mt. San Jacinto College and co-Director of the @ ONE Project, spoke to managers on March 20, 2009, and to faculty that afternoon at CSM. The CTL recorded the presentation and posted it on their website.

## 2. Board Study Session on Distance Education:

Dr. Luan showed his Power Point preparation for the Board of Trustees Study Session on Distance Education on April 1st. Information on DE enrollments and success and retention rates is included. Luan will send the Power Point file to DEAC members, and it will be available on the DEAC SharePoint site. Dani Castillo also gave an excellent demonstration of her online class for the Board of Trustees.

Several points were raised in response to the information presented:

- The high DL attrition rate needs more discussion, especially re: different kinds and ages of students.
- The colleges should help students pre-assess DL suitability for themselves.
- Perhaps DEAC could create a survey to help us understand why online classes have such a high drop-out rate.
- We may need to educate counselors about online classes.
- Students sometimes stay in classes, even if they are unsuccessful, to maintain financial aid.
- DE classes should be looked at beyond the enrollment numbers to better understand differences in students' circumstances, and perhaps divided into smaller modules or made self-paced (not entirely tied to semester dates).

## 3. Higher Education Act: Distance Education Student Authentication

Consensus among the Distance Education community is that until further guidelines are issued by the U.S. Department of Education, limiting access to online courses by using a password protected system is sufficient to fulfill the authentication requirement.

## 4. 2009-10 membership and meeting plans:

- Membership should be confirmed with the colleges, and replacements confirmed through the shared governance process.
- Should include representation from Student Government
- Having the option to use CCC Confer is valuable; we should develop more proficiency using it.
- Colleges could open their meetings by using CCC Confer
- Frequency of meetings will depend upon progress toward goals; possibly alternate months.
  - DEAC should develop district-wide policies for Distance Education.
  - Address DE faculty teaching online from a home office
- Proposed a DEAC Discussion Board for Distance Education issues (SharePoint site).

Scheduling a meeting in May meeting will depend upon whether there is any business to conduct.

The meeting was adjourned at 3:10 pm.

Submitted by

Betty Fleming