

SMCCCD Distance Education Advisory Committee (DEAC)

Meeting Notes

Wednesday, March 24, 2010

1:30 pm – 3:30 pm

Board Room (No webinar)

	Cañada	CSM	Skyline	DO
Faculty	Sandra Saterfield Patty Dilko	Tania Beliz Jing Wu Madeleine Murphy Diana Bennett Eileen O'Brien Jamie Marron	Ann Burns Eric Brenner Alma Cervantes Nick Kapp Judith Lariviere Cindy Moss Virginia Gianoli	
Staff	Ricardo Flores			Peter Bruni
Admin	Sarah Perkins	Susan Estes	Margery Meadows	Kathy Blackwood, Jing Luan Eric Raznick

Guest: Sherri Hancock

Legend: members who are shaded were absent.

1. Review [minutes from November 20, 2009](#)

Attendees reviewed the minutes, focusing on the action items (n=3). Vice Chancellor Jing Luan stated taskforces of DEAC worked on all three action items and other matters and will report to the committee today.

2. Update from Taskforces

a) Enhanced Distance Education Gateway

a. Student self-assessment

Taskforce members: Peter Bruni, Madeleine Murphy, Tania Beliz, Eric Raznick and Jasmine Witham.

Pete commented on the proposed self-assessment for prospective DE students. Prospective DE students may answer a few questions aimed at assessing their technology, self-discipline (independent learner) and ability to get to campus (transportation). When complete, they will be given a score for each of the three areas. If a score is low, they will be provided with additional resources or guidance.

ACTION ITEM: DEAC reviews the questions and provides feedback prior to April meeting.

b. End of term surveys

Taskforce members: Peter Bruni, Patty Dilko, Tania Beliz, Jing Luan

Tania and Pete commented on the purpose of the student survey, stating that it is aimed at evaluating the overall DE quality and experience, not faculty

evaluation. Survey results will not contain any mention of individual faculty. If possible, survey can be implemented by the end of spring 2010.

ACTION ITEM: DEAC reviews the questions and provides feedback prior to April meeting.

ACTION ITEM: Tania works with Pete and Patty to produce a final draft for Patty Dilko to take to faculty senates for vetting.

ACTION ITEM: Eric will prepare the technological implementation for the survey in anticipation of completion of vetting. Population will include those who register but dropped out early.

ACTION ITEM: Jing will contact Tom Bauer for obtaining bookstore vouchers to encourage students to fill out the surveys.

c. Student services info

Taskforce member: Sherri Hancock, Ruth Miller, Marsha Ramezane, and Henry Villareal

Sherri Hancock, Dean of Student Services from Skyline spoke to the committee on the steps DE students will take for application, registration and obtaining other services, including counseling. She pointed out placement testing is the only service currently unavailable online.

Eric mentioned the System Office, led by Vice Chancellor Patrick Perry, is exploring a systemwide set of placement tools, including online versions. It may take 1 to 5 years.

VC Luan emphasized the importance of adopting an online tool for placement testing. Meanwhile, if a prospective student must submit placement scores, s/he can take it at a nearby community college or challenge our test. Either way is not ideal.

d. Degree/Certificate/GE info

Taskforce Members: Marsha Ramezane and Jing Luan

Jing handed out the work Marsha has done so far: online courses supporting IGETC, CSU G.E. and CSM degree requirements. She is working on degree requirements for Cañada and Skyline. Members clarified the difference between what's available in WebSMART and Degree Audit. VP Susan Estes pointed out that what the DE Gateway will show is to inform the consumers what courses currently can be used to satisfy various degree and GE requirements and will do this in a summary fashion, which is very useful and informative.

ACTION ITEM: complete the rest of the degree/certificate/GE matrix and start working on listing the degrees/certificate programs that can be obtained with more than 50% distance education courses among the three colleges.

Jing described the prototype design of the next generation of DE Gateway. Tania mentioned that several colleges' websites from around the country were evaluated.

Jing commented that the support from ITS on developing the next generation of DE Gateway is much needed/appreciated.

b) STOT Part I – 2009

Pete Bruni gave results of the Class 2009 STOT Part I, stating that the completion rate was 97%. Jing complimented the hard work by Pete and the unprecedented success. Pete announced that an alumni gathering is being planned. DEAC member Dean Margery Meadows relayed excellent feedback she heard from 2009 STOT faculty.

c) Platform Consolidation

VC Luan provided the document recommending to DEAC to consolidate the distance education platforms. He said the document was based on the district-wide online faculty forum recently held in the district office. He provided background and rationale. Co-chair Tania Beliz gave a brief description of the district-wide forum during which users of both platforms participated in evaluating the features of both systems (WebACCESS and eCollege) and the pros and cons of consolidating the platforms.

After a round of discussion and Q&A, Jing called for approval of the recommendations. It was moved by Kathy Blackwood and seconded by Alma Cervantes. Motion was approved unanimously in favor of WebAccess.

Committee members requested that the district continues making improvements to WebACCESS to the extent where appropriate/possible.

d) District DE Status and Guidelines revision (Jing, Tania)

Jing and Tania gave a preview of the revised SMCCCD DE Status and Guidelines document. This document goes hand in hand with the SMCCCD DE Strategic Plan. Some key findings in the documents included that the district has made tremendous progress in both DE enrollments (averaging 35%/yr) and more than doubling its FTES contribution – all occurred since the implementation of the DE plan. Jing credited faculty, staff and college management for the accomplishments.

When cutting sections, colleges have not disproportionately cut DE sections.

3. Update from Colleges (All)

Dean Margie Meadows reported that new sections in ESL have been created.

4. ACCJC - Quality Of Distance Education (Tania) – see Item 5.

5. Online Class Evaluation (Tania)

Co-chair Tania stated that on her recent accreditation site visits, she noticed the increased emphasis by ACCJC on quality of DE. She asked the committee to

consider encouraging the district to move toward adopting faculty evaluation. Committee members realized the importance of faculty evaluation and the advisory role DEAC plays in encouraging best practices such as having faculty evaluation.

ACTION ITEM: Patty will bring the distance education faculty evaluation instruments to college senates for discussion before handling off to the district and AFT.

6. Additional professional development opportunities (Jing, Pete)
Pete and VC Luan announced additional professional development opportunities planned for online faculty, including a Wine Cheese gathering for STOT Alumni and online faculty. Patty asked for the information to be made available to all faculty.

3:30pm–Meeting Adjourned