

SMCCCD Distance Education Advisory Committee (DEAC)

NOTES

Wednesday, April 28, 2010

1:30 pm – 3:30 pm

Webinar and F2F in Cypress Room

	Cañada	CSM	Skyline	DO
Faculty	Sondra 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	
Staff	Ricardo Flores			Peter Bruni
Admin	Sarah Perkins	Susan Estes	Margery Meadows	Kathy Blackwood, Jing Luan Eric Raznick

Legend: Present Absent

1. Meeting was called to order at 1:35pm.
2. VC Luan reviewed the minutes from March 24th meeting with those present. Minutes of last meeting were reviewed/approved.
3. VC Luan brought up a critical need for remote online placement testing. Brief discussion followed. Accuplacer suggested as possible system for testing. Need further discussion "down the road."

TASKFORCE UPDATES

4. Discussion regarding DE Gateway website.
Ideas for development included an FAQ section for students and step-by-step procedures: application/registration, class schedule, fees, course URL, etc. and a section for taking online classes, with readiness survey to send students to online classes better prepared. Also, it was suggested we may be well served by arranging a focus group study involving potential online students. It was also suggested that a list of the college and university websites we've reviewed as examples for our own be listed in minutes. So, too, it was suggested we have a Faculty section on the DE Gateway site regarding best practices. Sending online class information to students before first day of class would be included in the faculty section.

Action Item: Pete to compile list and include in minutes. (see below)

List of previously considered college DE websites

<http://www.riosalado.edu/Pages/default.aspx>
http://www.missioncollege.org/distlearn/students_new.html
<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfeval.asp>
<http://www.massachusetts.edu/index.html>
<http://www.worldcampus.psu.edu/>
<http://www.extension.harvard.edu/2009-10/DistanceEd/online-courses/>
<http://www.conted.und.edu/>
<http://distance.uaf.edu/>
<http://distanceed.uncc.edu/>
<http://distance.uh.edu/>
<http://bellevuecollege.edu/distance/>
<http://distance-ed.unlv.edu/>
<http://www.distancelearning.ufl.edu/>
<http://distance-ed.fullerton.edu/>

5. Student Self Assessment: Task force has given survey questions to ITS. Will direct new online students to the assessment section.

Action Item: ITS will begin developing Student Self-Assessment website, with input from DE Coordinator and DEAC co-chairs.

6. Degree/Certificate/GE info: Well on our way to displaying IGETC info online; more to follow as Student Services "webifies" its content and establishes online counseling.

Action Item: Need to identify reps of Student Services to create interactive online versions of its forms.

7. End of term surveys: (That is, student surveys regarding quality of SMCCCD online learning program, in general...NOT individual course or faculty evaluations.)

Action Item: Tania to meet with Patty Dilko to get feedback on surveys and present to union as soon as possible.

DE STATUS GUIDELINES

8. **DE Course Definitions (All) --**

Fully Online: Concern regarding exams being proctored even as they are done online. Should we call our classes *fully online* if we require students to meet anywhere for exam? Perhaps no meetings is the way to go for *fully online*.

Highlighted portions below represent DEAC recommended revisions to the definition for a fully online class:

9. Courses **that have no on-campus meetings** and are conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done

online via proctoring arrangements or other means. Instructors require minimum or no mandatory on-campus meetings. **Any on-campus meetings must have alternative arrangements.**

Hybrid: If 51% of course is handled online that course is hybrid. Suggested that any course that requires meetings should be classed hybrid.

Web-Assisted: Course uses Internet to deliver content to students but all meetings are F2F in classroom.

Action Item: Bring newly proposed definitions to curriculum committees and Academic senates.

10. **Online Identify (All): Software** may help identify students, but the nature of verification is a tough one. Cheaters will always find a way. If we can verify who are our students are and who's taking our tests, we may consider offering more or only hybrid classes.

Action Item: Needs more discussion; answer may come with newer technology.

11. **Online Class Evaluation (Tania):** Senate and union discussed topic. Not resolved yet. Many colleges statewide were concerned about lower returns from students. Results may be skewed.

Action Item: Needs more discussion.

12. **Additional professional development opportunities (Jing, Pete)**
Find money to run STOT II classes and offer short courses that teach various ways of communicating/teaching online, ie., creating video and audio podcasts, using blogs, and so on. Prof. Development should be able to help those who teach web-assisted classes--start with smaller steps to learning to teach online. Re-introduce short teach-in workshops, making them available to faculty. Group also received updates on the recent district-wide seminars and the wine-cheese gathering. Jing stated that these will take place every term to build a sense of online community of faculty.

13. **Encourage faculty to populate online course urls (all):** Possibly mandate this? Faculty have been informed each semester and should do. Also, faculty should use a student preparation plan, listing requirements of course. Tania recommended that instructional deans may encourage their faculty to accomplish them. In addition, Pete can send reminder to deans to remind their faculty to populate URLs.

ACTION ITEM: Jing will ask VPIs who will ask deans to encourage online faculty to fill in their website urls.

14. **Update from Colleges (All)**
Cañada College: Nothing new
CSM: CSM DE Committee meeting May 6th.

Skyline College: Nothing new

ITS: Nothing new, dealing with first day of registration for fall 10.

15.3:20pm - Meeting Adjourned