

**SMCCCD Distance Education Advisory Committee (DEAC)  
Meeting Minutes**

*Wednesday, January 26, 2011*

*2:00 pm – 4:00 pm*

**Cypress Room and F2F mode**

**Introductions/Attendees:** Don Carlson, Ray Hernandez, Cindy Moss, Carolyn Fiori, Tania Beliz, Jing Luan, Lene Whitley-Putz, Don Lariviere, Susan Estes, Sondra Saterfield, Alma Cervantes, Christine Li, Jing Wu, Kathy Blackwood

**Guests:**

**In Absentia:** Jenny Castello, Peter Bruni, Eric Brenner, Patty Dilko, Sarah Perkins, Eileen O'Brien, Jamie Marron Lisa Palmer, Eric Raznick

**Announcements:**

Tegrity Webinar coming up February 16th. Check your emails.

(Noise on call causing interference of meeting.)

**Review minutes** from [November 17 2010](#) Minutes reviewed. No concerns. Accepted.

**Distance Education Definitions – Web Assisted (Susan)**

Information sent to Stephanie Low at State Chancellor's office before winter break in December, but no word back yet. Suggested that we go ahead with online and hybrid, but that DEAC should make decision about what to do with Web-Assisted. The State was to clarify "hybrid" definition also, but that hasn't happened either. Our district Academic Senate has approved definitions of online and hybrid courses, however. Since State has no authority over our definitions as long as we meet standards like Title 5 and Ed code, which we've done, group thinks we should move forward, agreeing on a definition for web-assisted, and to adjust it later if necessary.

**Action Item:** VPI Susan Estes will discuss definition with district curriculum committee prior to sending recommended web-assisted definition to DAS for vetting and approval.

**Taskforce Report (Online Authenticity and Regular Effective Contact)**

Lene Whitley-Putz emailed a draft of guidelines to Jing. Use other schools as a model to meet section 55204, Regular Effective Contact. Document read to group. Per Jing, need to share draft with DEAC...then send to DAS for approval and implementation by colleges. Need to be clear on what is considered office hours—emails count?, etc.

**Action Item:** Lene to revise document and send to Jing and Tania for review.

Proctored exams—Jing sent out document on proctored exams for review and discussion. Faculty members are responsible for proctoring their own exams, unless student can't make that exam time/place. What do we do for students who can't make scheduled proctored exams? This is student's responsibility to find another proctoring site. We are not making rules for how proctoring takes place...what method used by instructor. What we need are guidelines for remote students to receive proctored exams. Can we ask students to pay \$25 or more to take proctored exams...that we don't provide alternatives to proctored exams? (County Counsel!) Whatever this answer is, we need to have printed guidelines that state this for district. DE

courses are to be treated as regular classes, no extra bending for online students. Syllabus is contract with the students. Could have a template for an online course syllabus available on DE Gateway for faculty which addresses proctored exams and regular effective contact hours, etc. Call for help in drafting the proctoring guidelines made. No responses for help (but there were problems with the audio).

**Action Item:** If no one volunteers to draft proctoring guidelines, co-chairs will look into finding examples we can use.

## **DE Evaluation**

President of DAS update. DAS and AFT have been discussing DE Evaluation for last couple of years but haven't gotten anywhere. Now, AFT trying to craft statement with DAS to reenact a trust committee. Need to craft and approve an evaluation tool. Now ready to send a final draft of the trust committee statement to the Academic Senates, with intention of getting it to DAS meeting on February 14<sup>th</sup> 2011, in hopes of presenting to the Chancellor and the Board shortly thereafter. Intent is to look at the whole evaluation process wholistically, including Distance Education. Stay tuned!

### **Out of State Online Faculty** (Guest: Harry Joel)

What is our practice for out-of-state online instructors teaching for us. Vice Chancellor Harry Joel (in absentia) left word that OOS instructors are responsible for withholding state income taxes in the state that he or she works.

Phone bridge problems. Meeting called to an early end.

### **Update from Colleges** (All)

#### **Agenda Building**

Guidelines and Benchmarking

Intellectual Property (County Counsel)

Tax matters related to teaching online