

DSSWAG

Monday, September 21, 2009

ITS Conference Room

3:00pm to 4:30pm

Present: Donna Bestock, Rob Johnstone, Ada Delaplaine, Maria Norris, Eric Raznick, Jing Luan, Jose Pena, Edgar Coronel, Sherri Hancock.

Group reviewed notes from April 27. No corrections needed. Group discussed meeting frequencies and agreed to meet every other month. They are Nov 2009, March 2010, May 2010.

ACTION ITEM: Reschedule meeting for every other month for the 3rd Monday, skipping January 2010. Assigned to Suki.

1. Annual Goals

Group agreed not to establish goals, but work on issues and tasks as they arise.

2. Hybrid course designation

Jing explain the background that prompted this topic. In WARE, he sees Hybrid courses offered at one college, but not the others. Do students understand what is a fully online vs. hybrid? Group discussed various definitions used internally and by the state MIS and the accrediting agency. Group agreed that if a class has non-mandatory F2F meetings, it is a fully online class, but couldn't come to agreement with the rest of DE courses. The topic of colleges' handling of HBA via distance ed mode was brought up and the group stated that those type of courses shouldn't be coded as Hybrid. Group agreed to continue working on this topic with a set of goals provided by Jing.

ACTION ITEM: Topic will be a standing item. The group will discuss the issues and come up with specific recommendations.

3. TOP Codes

Jing explained that a recent analysis of program offerings across the district by TOP codes resulted in finding that some TOP codes aren't consistently used both within a college and across the colleges. The instructional staff stated that the sole use of TOP codes in this district is to classify courses. Group decided that this is not a focus to take on.

4. General Ed Schedule Matrix – courtesy of Mike Claire

Mike Claire's GE matrix that was initially developed at Cañada and in use at CSM was introduced. Group evaluated the use of the matrix and suggested the development of this tool be based on the audience. Since they are likely presidents, VPs, the Chancellor, and some deans, they group recommended that the Excel format be the way to go. May consider adding AA/AS level of details.

ACTION ITEM: Jing will work with Suki using WARE to population the Excel pivot table, with help from Rob, Jose, and others.

5. CB 21 Coding Issue (Edgar)

Edgar introduced the memo and rubrics from the System Office, which has a deadline of Nov 20. Rob gave some history and pointed out that the statewide faculty senate is behind this. The group realized that the courses impacted are small in number and recognized the need

to have a consistent way of coding the four levels (4, 3, 2, 1) of CB21 basic skills courses. It was agreed that the VPs, discipline faculty and the curriculum chairs at each college should work on it. Further, the group suggested that the curriculum chairs be requested to have a space made on the curricUNET forms for new courses or course modifications that includes this coding.

ACTION ITEM: Jing will bring this to the attention of the VPIs and the district curriculum committee.

6. FTES Audit Process documentation cross-fertilization update (Sherri, Donna)
Each college has/is uploading their own FTES process to sharepoint. The group decided to table this topic for now.
7. Coding WebACCESS in Banner (Jing, Eric)
Eric and Jing explained the reason that this was on the agenda. Jing reported that the issue has been resolved. Eric reminded Ada, Jose and Maria that the code WEBA as a code in Banner is now in use and please inform others not to remove it.

INFORMATION -

1. Report on Managers Update/Training on use of data (Donna, Eric)
The presenters: Donna, Rob, Andreas Wolfe, Eric, and Edgar made the presentation in June. They reported that it went well. There was an interest to do some follow-up.
2. New MIS detail data in WARE (Edgar)
Edgar reported that MIS data will be refreshed. Eric said that SARS data will be in WARE.

The group also suggested a few items for future agenda: Demo of SARS, HBA.