

# Distance Education Committee Minutes

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Tuesday, October 20, 2015

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Ken Cheney, Katie Datko, Valerie De Carvalho, Danny Hamman, Rhea Presiado, Asher Shaman, Tammy Silva, Claudia Van Corva, Mark Whitfield, Sonia Wurst,

Visitor: Paul Jarrell

*I. Lunch and Hospitality: 12:00 – 12:10 pm*

*II. Meeting Called to Order: 12:10 pm*

*III. Approval of September 22, 2015 minutes –*

On motion by Mark Whitworth, seconded by Ken Cheney, the committee voted to approve the minutes.

*IV. Public Comment – Class size for DE courses.*

Paul Jarrell informed the committee there is some confusion about setting class size limits for DE sections of a course. According to current policy, the class size for any section of a course should be consistent with the C & I approved NCN for the course, regardless of the method of instruction.

Effective Spring 2016, all DE sections will have the same class size as their traditional F2F sections. There are 34 DE sections scheduled for Spring 2016, which currently have different class size limits than their traditional F2F sections, difference of 5 – 10 students. Paul will provide the list of 34 sections to the DE committee. Currently, none of these sections are LGI courses.

*V. Welcome new members - Maria Faccuseh and Katie Datko*

*VI. Robert's Rule of Order/Brown Act –*

Committee members were reminded the DE Committee follows Robert's Rule of Order and the Brown Act. (Rhea attended the Brown Act workshop this past spring and has a copy of the Brown Act PPT slides.)

## *VII. Summary of meetings with campus DE stakeholders*

The following lists highlight many of the topics/goals mentioned at the initial inquiry meetings between the DE co-chairs and DE stakeholders, which created discussion and questions amongst DE committee members.

- A. DE Department Topics/Goals - (Meeting with Susan Roig)
  - 1. Update the Model course template, within the next 3 months – require DE Committee input on Draft templates.
  - 2. Develop “New” DE faculty training modules: in-house PCC faculty training (series of individual 1 hr modules, (in F2F, hybrid and online modes) to “qualify” faculty to teach DE courses. This would be alternative to @One training. What topics do faculty need/want?
  - 3. Automatically populate course SLO’s and SPO’s into Canvas outcomes for each course at semester start.
  - 4. Modify DE Course Quality Review. Done with a faculty peer. DE Committee may revisit the policy draft, written last year.
  - 5. Automatic inclusion of online student survey at end of course to evaluate course not faculty. Survey to administer to all courses, not just DE courses.
  - 6. Improve student retention in DE courses – Use Dropout Detective, Smarter Measures. (Suggestion - Design 0.5 - 1 unit Online Readiness course – 5 or 6 week course).
  - 7. Design/use Master Syllabus for DE Courses – DE Committee would like to see templates, have follow up questions
- B. DSPS Topics/Goals – Meeting with Alex Marositzz
  - 1. Automatically flag DSPS students enrolled in DE course to expedite the process of allowing their aide access to the course.
  - 2. Money is available for transcription to caption videos.
  - 3. Compliance issues in Canvas – video and audio comments are not compliant within the grading rubric, neither is Chat.
  - 4. The Canvas ePortfolio and the Titan pad are accessible to students with disabilities.
  - 5. Notification of Canvas updates PRIOR to update – accessibility can be affected.

### *VIII. Goals for 2015 – 2016 year*

After briefly reviewing the topics/goals of the DE Stakeholders and sharing DE committee member's goals, the following is a suggested list of the initial goals for the 2015 – 2016 year:

- 1) Write a policy recommendation for scheduling hybrid sections of a course.
- 2) Revisit last year's DE policy recommendations. (Did the AS vote on the policy recommendations?)
- 3) Discuss "Whose purview?" DE Committee vs. DE Department?
- 3) Discuss Student Retention Intervention – Dropout Detective/Smarter Measures vs. 0.5 – 1 unit Online Readiness course.
- 4) Discuss process/write policy for evaluating the DE faculty/DE course
- 5) Prior to the design of an online course, discuss the process/write policy for peer compliance review before new course proposal.

Since there are many topics to be discussed, we will form subcommittees to address particular topics.

### *IX. Meeting Adjourned: 1:00 pm*

Next Meeting: Thursday, Nov. 5<sup>th</sup>, 12 – 1pm, G101