

Distance Education Committee Minutes

Tuesday, November 17, 2015

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Ken Cheney, Maria Faccusheh, Kirsten Ogden, Rhea Presidio, Asher Shaman, Mark Whitfield, Sonia Wurst.

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

II. Meeting Called to Order: 12:10 pm

III. Approval of Meeting Minutes: October 20, 2015 & November 5, 2015

- A. October 20, 2015 Minutes - On motion to approve October 20th minutes with Addendum– Mark Whitworth, seconded by Ken Cheney
 - 1. Addendum – Topics/goals for 2015 – 2016 year to include faculty and student goals, in addition to administrator goals.
 - 2. Addendum- Revisit concept of Master teacher/model course – appropriateness?
- B. November 5, 2015 Minutes – On motion to approve November 5th minutes – Mark Whitworth, seconded by Sharon Bober

IV. Public Comment – None

V. Review of DE Subcommittee Assignments/Goals/Timeline

- A. Hybrid Class Scheduling – Subcommittee will research this topic and bring results to DE Committee early spring 2016. Discussion of – Different “classes” of Hybrid Design, i.e. Hybrid A, Hybrid B, Hybrid C, each with a specific number of f2f class meetings.
- B. Model Course Templates – Rhea and Sharon met with Susan Roig and learned that the Model Course Template is better described as a User Interface template. From the meeting with Susan, Chris, and Jason, we learned 6 different User Interface (UI) Models will be presented for the DE Committee to critique. The timeline for completion of these pilot UI models is 3 months. Susan will share statistics with DE

regarding the justification for considering a common UI for student success. Discussion about creating “bells and whistles” to improve student success rather than other interventions, i.e. Design of 5 week course – How to succeed in an Online Course. More information to follow.

- C. DSPS – Discussion of permitting a permanent DPSP staff on the DE Committee, even though this person is not faculty.
- D. Other issues – Publisher content for distance courses does not appear on mobile devices

VI. Review of DE Recommendations 115 and 116

- A. Student evaluation for online classes –
- B. How to? An online evaluation tool was piloted last year for students of all classes to evaluate faculty. Further investigate this tool? No longer continued? How do students evaluate faculty in online courses? Currently, students use the face-to-face tool?
- C. Peer Review – Discussion about meaning of Peer Review. When a faculty is reviewing a peer, there are other ways of evaluating a peer, in addition to visiting a classroom, i.e. mentoring situation... How is this defined in the PCC FA Contract? What is the current practice? How do we evaluate a faculty member teaching an online course? Currently, we use the face-to-face tool.
- D. Recommendation 116 – Review the list of recommendations for evaluating an online instructor/online class? What is meant by regular effective contact? Revisit Title V requirements for regular effective contact in Distance Education courses. What criteria do we want in an online tool? What recommendations are required by Accreditation? Is it the role of the Peer to “police” and online course? How does this relate to academic freedom? Research is required to gather faculty input – Suggestion to bring this idea of a faculty tool for evaluating online courses to our respective departments. To include review of the language in the FA contract. For the next meeting, compare the evaluation tool for the face-to-face class to these recommendations.

VII. Discussion Student Retention Intervention

- A. Dropout Detective vs. Smarter Measures vs. 0.5 – 1 unit Online Readiness course. Which student retention intervention tool would we like to use? Should we write a recommendation to pilot a 5 week Online Readiness course? Could this content become part of a counseling course?
- B. Policy for drop date for 100% online courses? Do we have a policy? Should we recommend a policy?

VIII. Future Agenda Items

- A. Drop Policy for Online courses? According to state law, if a student misses 11% of a course, the student can not receive a passing grade. (Look up reference...)
- B. Veterans/F1 Visa Students – Can these students enroll in an online courses? Is there a policy?

Next Meeting: December 3rd.. Thursday

