

Distance Education Committee Minutes

Thursday, December 3rd, 2015

Members in Attendance: Sharon Bober, Eduardo Cairo, Ken Cheney, Katie Datko, Valerie De Carvalho, Maria Faccuseh, Xiao Leng, Danny Hamman, Rhea Presidio, Asher Shamam, Claudia Van Corva, Sonia Wurst.

- I Lunch and Hospitality: 12:00 pm
- II Call to Order: 12:10pm
- III Approval of Meeting Minutes
 - On Motion to approve November 17, 2015 minutes – Eduardo Cairo, Seconded by Sonia Wurst; November 17th meeting minutes approved
- IV Public Comment - None
- V Veterans and F1 Visa Students taking online courses – Follow up
 - A. Veterans – The website, www.ecfr.gov does not provide information about enrollment limitations for Veterans.
 - 1. According to information provided by one of Sonia's veteran students, veterans living in the LA area are limited to enrollment in 1 online class to remain eligible to receive the cost of living rate for the LA area. This information to be confirmed by Asher Shamam.
 - 2. Who informs veterans of this restriction? The Veterans office should provide veteran students with this information. This to be confirmed by Asher Shamam.
 - B. F1 Visa Holders – The website, www.ecfr.gov states F1 students (full-time students) are limited to no more than the equivalent of 1 class or three credit units per session (i.e., semester) if the class is taken on-line or through distance education and does not require the student's physical attendance. Based upon this language, the restriction appears to be only for online classes. Since hybrid classes require physical attendance, this restriction does not apply.
 - 1. The International Student Center informs international students of the online enrollment limitations.
 - 2. Banner may also block an international student from enrolling in more than 1 online class. Verify with

Susan Roig.

3. The DE website can include a link to www.ecfr.gov to inform F1 Visa Holders about the online enrollment limitations for full-time students.

VI DE Course Load and Office Hour Recommendations

A. Office Hours – Current Recommendation is 2/3 of total hours to be held online.

1. In 2014, the DE Committee recommended a change from 2/3 to 100% of office hours to be held online. The DE Committee Chairs will research the paper trail of this recommendation and report back to the committee their findings.
2. 5 years ago when the recommendation included 2/3 of office hours, this was the standard across the state at the time.
3. Since many of our DE Recommendations were approved five or more years ago, the DE Committee will need to revisit all DE Recommendations to determine if recommendations remain current or need to be updated.

VII DE Recommendations & NCN for Online and Hybrid Courses

A. Normal Closing Numbers

1. NCN's missing – Many of the Spring 2016 distance courses affected by an increase in enrollment do not have NCN explicitly stated in WebCMS. What happened to the NCN's? Were they changed by the former administration (Rocha)?
 - a. Social Sciences – Agreed to increase NCN's from 40 to 45 until 2017. (MOU)
2. Rule of 82 – The department deans use a paper "list" of NCN's for currently offered courses.
3. Administration is trying to find a balance between the NCN for a course and the financial impact.
4. LGI – We need to write a recommendation for distance courses for LGI.

B. FA Contract – Currently NCN's are not stated in the FA contract

C. Treatment of DE Courses – DE courses are not to be treated

differently than their face-to-face counterparts, except DE Recommendation 107 requests that online classes be limited to 30 students to promote quality regular effective contact.

1. Regular Effective Contact Policy – A subcommittee of the DE Committee (Katie Datko, Sharon Bober, & Maria Faccuseh) has agreed to research Regular Effective Contact Policies from other colleges and bring forth a recommendation to our committee in the Spring.

D. Hybrid Scheduling

1. Claudia followed up with David Douglas regarding the scheduling of hybrid classes, which no longer appears to be a problem. (Addendum 1/19: A temporary resolution has been made for spring 2016 classes. The DE subcommittee (Claudia, Sharon, and Sonia) will continue to research this issue, share their findings, and present a recommendation to be presented at a future spring 2016 DE meeting.
2. The administration is carefully scrutinizing the use of classroom space. Paul Jarrell has been assigned this task.
3. The DE Committee may want to consider writing a recommendation for the scheduling of hybrid classes. It was suggested to select the closest block schedule resembling the hybrid course need.

VIII Recommendation 115 and 116 – Discuss Spring 2016

Next Meeting: Noon, Tuesday, January 19th, 2016, Room C218

Addendum 1/19 (Item VII, part d): A temporary resolution has been made for spring 2016 classes. The DE subcommittee (Claudia, Sharon, and Sonia) will continue to research this issue, share their findings, and present a recommendation to be presented at a future spring 2016 DE meeting.