

Distance Education Committee Minutes

Tuesday, February 2nd, 2016

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Eduardo Cairo, Katie Datko, Valerie De Carvalho,, Maria Faccuseh, Xiaodan Leng, Kirsten Ogden, Asher Shamam, Mark Whitworth

Guests: Alex Marositz

- I Lunch and Hospitality - 12:00 pm
- II Call to Order - 12:10pm
- III Approval of Meeting Minutes
 - A. On Motion to approve December 3, 2015 minutes – Katie Datko, Seconded by Andrzej Bojarczak; December 3rd meeting minutes approved
 - B. On Motion to approve January 19, 2016 minutes – Katie Datko, Seconded by Andrzej Bojarczak; January 19th meeting minutes approved
- IV Public Comment - None
- V TechEdge Update – Katie presented a summary from a recent ASCCC conference informing the committee about the purpose and benefits of the OEI (Online Education Initiative) including:
 - A. The establishment of the Course Exchange (currently 8 pilot colleges) to provide students the opportunity to take courses offered through the Exchange without having to enroll at the “exchange” institution.
 - 1. Question – Is enrollment data for online classes available? i.e. How quickly do our online classes fill? Follow up with IPRO.
 - B. System-wide resources provide no or low-cost resources (funded by the California Community Colleges) including: Canvas, NetTutor, Quest for Online Success (Online Readiness Modules), Turnitin, etc. The OEI is working on expanding these services.
 - C. Professional Development support & services and Course Review using the OEI Rubric.
 - D. ASCCC Guidelines for balanced use of publisher packs with instructor created content - to be available soon on the OEI website.
- VI DE Department Update – Sharon presented a brief summary of the monthly meeting with the DE Department. More information to be provided at the Feb. 16th meeting.
 - A. Smarter Measures – Online Readiness Assessment designed to be used at the beginning of a course to assess student readiness for distance learning. Currently funded by the Equity grant. DE Dept considering renewing the contract for next year.
 - 1. Discussion of Online Placement Test – Is it possible for new

students to take an assessment such as Smarter Measures to assess online readiness before a student enrolls in a distance education course? Can this be required as part of the student's placement exams upon registration, i.e. Math Placement, English Placement, and Online Learning Readiness Assessment?

2. DE Faculty Feedback – Students seem favorable to taking the Smarter Measures Assessment when included as part of an assignment. Smarter Measures assesses the student's Organizational Skills, Time Management Skills, Technical Skills, etc. related to success in online learning.
3. Student Coupon Incentive – Is it possible to offer an incentive to students to take the online readiness assessment? i.e. Coupon for free slice of pizza?

- B. Dropout Detective – An intervention/retention program designed to inform students who are falling behind or not current with the course content, including CMS inactivity. This program reviews the student's CMS activity, then sends a message regarding missing assignments, etc. Currently, activated for use only within online courses, not hybrid courses. This year funded by the Equity grant. DE Dept. – may not renew this contract.

VII DE Rec #108.1 Course Load and #109.1 Office Hour Recommendations Update – Rhea and Sharon are scheduled to meet with Paul Jarrell, Thursday 2/4.

VIII DE Subcommittee UPDATES:

- A. Hybrid Scheduling Solutions – Update moved to Feb. 16th meeting.
- B. DSPS DE Issues – Alex
 1. Requests an update to the current syllabus language used in the online “Model” courses informing DSPS students of accommodations.
 - a. Currently, the following text including the header “Special Needs” is used. DSP&S prefers to no longer use “special.”

Special Needs

Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs I should be aware of. The PCC Disabled Students Programs and Services Department<<http://www.pasadena.edu/studentservices/dsps/>> (RM D209) is available to assist you during this course. You can also email dsps@pasadena.edu<<mailto:dsps@pasadena.edu>> or call (626) 585-7127 for assistance.

- b. DSP&S prefers the following text to be used:

Students with Disabilities

If you have a disability and believe you may need an accommodation such as materials in an alternate format, access to assistive technology, test accommodations, preferential seating, note taking assistance, sign language interpreting, per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act please contact Disabled Students Programs and Services (DSP&S) as soon as possible. Students with documented disabilities can register with the DSP&S office located in D209, (626) 585-7127, www.pasadena.edu/dsps.

2. DECT Grant (Distance Education and Captioning Grant) – Alex has written a request for an additional staff member to assist faculty with requisitions for captioning video content.
3. Course Access
 - a. Within Canvas, extra time in accordance with a student's accommodations should be allotted for completion of assignments and quizzes. How will this be verified?
 - b. Request for course access by DSP&S personnel to assist students with technology (accommodation) issues related to assignments.

- C. Model Course Template Review – Update moved to Feb. 16th meeting.
- D. Regular Effective Contact and DE Rec #107 – A copy of the draft of the recommendation was distributed. Members were asked to read, modify, write comments, for discussion at the February 16th meeting.

The meeting was adjourned before the following agenda items were addressed:

- IX. DE Recommendation #115
- X. Plan for future meeting – Discuss Regular Effective Contact Recommendation

Next Meeting: Tuesday, February 16th, C218.