

## **Distance Education Committee**

### **Minutes**

**October 13, 2009**

**Committee Attendees and Guests:** Sandra Haynes (VAMS), chair, Andrzej Bojarczak (Languages), Ken Cheney (Natural Sciences), Regina Fernandez (DSPS), Shelley Gaskin (B&CT), Krista Goguen (Library), Boglarka Kiss (Performing and Communication Arts), Tammy Knott-Silva (Kinesiology, Health, and Athletics), Alicia Vargas (B&CT), Paige Wilson (English).

**Guests:** Jim Bickley (Academic Senate), Allen Dooley, (Academic Support), Bob Owens (Kinesiology, Health, and Athletics), Carole Robinson (Academic Support).

#### **I. Welcome and Introductions**

Sandy welcomed everyone, including Dr. Dooley and Carole Robinson from Academic Support and Dr. Bickley, President of the Academic Senate.

#### **II. DE Updates**

Sandy reminded Committee members that she forwarded email invitations to attend Blackboard webinars titled "Life in Blackboard Learn, Release 9 Orientation Workshop for Administrators." This workshop webinar is oriented toward teaching and learning staff and is intended to help institutions and instructors make a transition from WebCT to Blackboard 9. To see a full schedule with more information, go to <http://bb.blackboard.com/lifeinrelease9>. It is important that we look at Blackboard's strategy and new features prior to potentially renewing our contract with Blackboard.

Allen Dooley strongly recommends not changing to a new LMS at this time, recommending instead that we stay with the current version or look at the enhanced version—for at least one year. The current contract ends June 20, 2010. Presently, there is no year-to-year contract available, and we must lock in for three years.

Sandy recommends that we look at Blackboard 9, and indicated that we might be able to obtain access to Blackboard 9 test sites for observation.

Shelley indicated that she has had student feedback expressing dissatisfaction with the speed and general lack of sophistication of Blackboard; it was recommended that we might survey students at the end of a course to get their feedback in a more official format and include student feedback in future decisions.

#### **III. Continuing Business: Accreditation Task Force Documents**

Sandy proceeded to introduce the recommendations that the Distance Education Accreditation Task Force has formulated thus far. Sandy indicated that each recommendation would be discussed, with any suggestions for changes or additions put forth by the committee to be considered and incorporated. Following discussion, a motion to accept the recommendation, as amended or not, and send it forward to the Academic Senate would then be in order, followed by a second and any additional discussion.

**1. Recommendation 101: Mission of the Institution in Relation to Distance Education.**

Sandy indicated that in beginning the process of formulating policy and procedure for Distance Education at PCC, that it was necessary to look at good practices and red flags associated with Distance Education programs across the county. The U.S. Department of Education Office of Postsecondary Education has published what constitutes a quality DE program. The Department emphasizes that distance education should be appropriate to the mission of the institution, congruent with its mission, and included in the institutional mission statement. Thus, this recommendation 101 moves to specifically include the place of distance education in the mission statement of Pasadena City College. Dr. Bickley clarified the content of this document, which indicates the rationale for including reference to Distance Education in the college Mission Statement. The Committee decided to add “inclusion” to the title of the document, and to title the document “Recommendation for Inclusion of Distance Education in the Mission Statement of the College.” Sandy Haynes moved to accept Recommendation 101, Shelley Gaskin seconded, and the committee voted to accept the document as amended and send it forward to the Academic Senate.

**2. Recommendation 102: Distance Education Mission Statement: Revision**

Sandy indicated that this document is very close to the original passed by the Distance Education Committee in 2006. It was agreed to change “goal” to “mission” and added that this is the DE Committee’s mission statement. Sandy Haynes moved to accept Recommendation 102; Alicia Vargas seconded, and the committee voted to accept the document as amended and send it forward to the Academic Senate.

**3. Recommendation 103: Distance Education Delivery Modalities: Revision**

Agreed-upon revisions were made to the original definitions to reflect changes to the delivery of ITV, and to remove “Web-Enhanced” as a modality of distance education. Discussion ensued regarding definitions in relation to C&I definitions based on concerns of Krista Goguen. It was agreed that because these definitions align with updated state and federal guidelines that they could stand. The Curriculum and Instruction Committee will be apprised of this recommendation and we will work with them to reconcile any conflicts in language.

It was pointed out that WASC looks for the specific wording “regular effective contact” to be within definitions, and the documents that Sandy presented to the committee reflected this. It was agreed that these are “standard definitions” should be adopted throughout the institution.

There was discussion about the language regarding “campus-supported” learning management systems, as opposed to "publisher-based" or "faculty-based systems," but it was decided to leave the language for now.

Sandy Haynes moved to accept Recommendation 102; Shelley Gaskin seconded, and the Committee voted to accept the document as amended and send it forward to the Academic Senate.

Time did not permit a discussion or vote on Recommendation 104, Distance Education Technology Literacy and Readiness, so it will move to next month’s meeting. As she did for this meeting, Sandy will forward the recommendations from the Task Force to members of the DE Committee in advance so that they can read and analyze the language and implications, and be prepared to discuss these issues at the meetings. Shelley urged committee members to send feedback of future documents to Sandy in advance of the meeting in order to clarify discussion points and use meeting time efficiently.

Everyone thanked Sandy for the many hours of hard work that were necessary move forward with these DE accreditation issues for this meeting. The meeting was adjourned.

The next scheduled meeting is Tuesday, November 10.

Submitted by Shelley Gaskin

Revised by Sandy Haynes