

# **Distance Education Committee**

## **Minutes**

**November 10, 2009**

**Committee Attendees and Guests:** Sandra Haynes (VAMS), chair, Sharon Bober (Mathematics), Shelley Gaskin (B&CT), Krista Goguen (Library), Boglarka Kiss (Performing and Communication Arts), Manuel Perea (English), Elizabeth Polenzani (B&CT), Stephanie Schmidt (Health Sciences), Paige Wilson (English), Sonia Wurst (B&CT).

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

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

Chair Sandy Haynes welcomed committee members and guests.

### **II. DE Updates**

- Recommendations 101, 102, and 103 were presented by Sandy Haynes to the Academic Senate on October 11, 2009. There was a question at the Academic Senate regarding items within the recommendations that could be related to contract issues, and Sandy indicated that the DE Committee is aware of potential union issues.
- Krista Goguen and Jason Betrue gave an update regarding DE workshops and boot camp:
  - Allen Dooley and Krista Goguen and Jason Betrue had a meeting to discuss training sessions. Jason will conduct training sessions in December including an introduction to the Blackboard Learning Management System, *Camtasia*, and *PhotoShop CS*.
  - The committee was advised that the recent release of *Camtasia* for the Mac platform does not support closed captioning.
  - There was discussion about continuing Share and Learn Workshops possibly in January, or even as soon as December. Krista is conducting a needs analysis for faculty to determine appropriate offerings.
  - The Office of Academic Support is hoping to offer another Distance Education/Blackboard LMS Bootcamp January.

### **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 recognized as part of the mission of the institution, and congruent with its mission, included in the institutional mission statement. Thus, this recommendation 101 moves to specifically include the strategic 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**

Recommendation 103 is also a revision of a previously approved Distance Education Delivery Modalities document. 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 DE documents, and the recommendation that Sandy presented to the committee reflected this. It was agreed that these are “standard definitions” and 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 to 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