

Distance Education Committee

Minutes

September 15, 2009

Committee Attendees: Sandra Haynes (VAMS), chair, Sharon Bober (Math), Andrzej Bojarczak (Languages), Ken Cheney (Natural Sciences), Regina Fernandez (DSPS), Shelley Gaskin (B&CT), Krista Goguen (Library), Stephanie Schmidt (Health Sciences), Sonia Wurst (B&CT).

Guests: Jason Betrue (Academic Support), Jim Bickley (Academic Senate), Allen Dooley, (Academic Support), Crystal Kollross (IPRO), Bob Miller (Office of the President; College Accreditation Officer), Carole Robinson (Academic Support).

- I. **Welcome and Introductions:** Chair Sandy Haynes welcomed members and introduced guests.
- II. **Brief Summary of DE Committee work 2008-09:** Sandy delivered a summary of the work undertaken and completed in the previous year. This list included the development, creation and upkeep of the DE Committee website (www.pasadena.edu/de); a series of Teach & Share workshops on Blackboard/CE6 technology and pedagogy presented by Jason Betrue; a campus-wide survey of faculty on “Student Academic Integrity and Authentication”; the establishment of two subcommittees, one focused on peer evaluation of online teaching, and the second on formulating an outline for an extended professional development workshop. After months of working with the Office of Academic Support, the professional development workshop— a DE Boot Camp to train instructors in both the technology and pedagogy of online teaching was produced. Highly successful, (based on anecdotal evidence and an end of course survey), twenty PCC instructors took part in the 3-day online teaching boot camp in June 2009. Sandy thanked the Office of Academic Support for their efforts, especially Carole Robinson and Jason Betrue.
- III. **Report to Academic Senate:** At the first meeting of the Academic Senate on September 14, Sandy presented a summary of the DE Committee’s work of the past year, emphasizing the vital importance of providing support and training for faculty who are currently involved in, or are interested in teaching distance education classes
- IV. **DE Updates from the Office of Academic Support:**
 - Jason Betrue reported the upgrade to CE8 went smoothly and he is working on restoring student access to help and support pages through the DE login page. He plans to continue presenting the Teach & Share workshops with a focus on supplemental tools that can be used to enhance Blackboard, such as: *Respondus*, *Turnitin.com*, and multimedia software such as *Captivate* and *Camtasia*. Jason will investigate options for real-time interactive video capability within Blackboard similar to what is available through *CCC Confer*, *Wimba* and *Illuminate*. Jason’s office is being relocated to the New Media Center Lab, LL118. This move will help him focus on providing more hands-on technical assistance to faculty.

- Sandy added that the college now has a contract with *iTunes University* that allows instructors an additional, highly accessible media venue for student support and information. The college, through the Office of Academic Support needs to promote this opportunity and encourage faculty to develop podcasts of lectures as well as other information that can support student success.
- Carole announced that she will be working with Sandy and the DE Committee to develop PCC's Distance Education Policies and Procedures and standards to meet the WASC requirements (by March 2010 to be submitted by Oct 2010). These policies and procedures will include guidelines and requirements for technological and pedagogical training and readiness. Carole will also concentrate her efforts this year on providing one-on-one 'just in time' pedagogical workshops for instructors new to teaching online. She will also begin to develop podcasts to make the information from the workshops more available. Academic Support is trying to get funding to provide stipends for faculty developing new online courses and for faculty mentors to work with faculty new to online teaching. There may be a pilot program to train interested faculty in the Spring 2010.
- Allen provided an overview of the current role of Academic Support in DE. Jason's focus is technical issues and training. Carole's focus is online pedagogy and working with the DE committee on an Accreditation Policy and Procedure Task Force (Sandy, Carole and Allen) to develop the DE standards required by WASC. The Task Force is examining policy and procedures models from other California community colleges that have been approved by WASC. The Task Force will work with the DE Committee, the Curriculum and Instruction Committee and other relevant bodies, in order to present a draft of Distance Education Policies and Procedures to the Academic Senate in the Spring 2010. The initial draft must be completed by December 2009.

V. Continuing Business: DE Committee work for 2009-10.

- We are in our final year of the contract with Blackboard/WebCT and must begin to consider what recommendations regarding a LMS we wish to offer to the office of Academic Support. In any case, WebCT will eventually be phased out, so we would need to make a decision about Blackboard 9. To this end, there is a meeting with our Blackboard representative at 9:00 am on Thursday, September 17 in C 217. All DE Committee members are invited to attend.
- Clearly this year, our focus will be on addressing the concerns of the WASC report. Sandy distributed a "Policy Worksheet" that the Task Force will use as a model (from a presentation at *Blackboard World09* "The Art of Developing Policy for Distance Learning."
(<http://connections.blackboard.com/posts/0e7f6ec628>).

- There is also a meeting scheduled from noon to 2 pm on Thursday September 17, with James Glapa-Grossklag, Dean of Distance Education, College of the Canyons. James was keynote speaker at our June Boot Camp, and will speak about policy and procedure at COC and answer questions. All DE Committee members are invited to attend.
- Bob Miller read the WASC recommendations on Distance Education to the Committee:
 “Recommendation 3:
 The team recommends that the college establish and implement policies and procedures that define and ensure the quality and integrity of the distance education offerings and make these policies widely available to faculty. The institution must also submit a Substantive Change Proposal to the Commission (IIA.1, IIA.1b).”
<http://www.pasadena.edu/IPRO/Accreditation/documents/EvaluationReport090515.pdf> and presented an overview of the proposed timeline (handout) for addressing the recommendations.
- Crystal provided an overview of the “Substantive Change Proposal” required by WASC. The requirement mostly affects the BIT Division where the majority of classes are offered online. The requirement also affects GE courses and programs. Shelly Gaskin wrote a draft proposal for the BIT Division that can be modified to include other areas. It is recommended that one proposal be submitted instead of separate proposals for different programs. The proposal can be submitted after the warning status is cleared in March. Regarding the DE policies and procedures, Crystal added that although WASC doesn’t dictate what the policies and procedures should be, we must have them in place. This is not considered an academic freedom issue.

VI. Discussion:

Sandy and Jim Bickley mentioned that the DE policies already approved or passed by the Academic Senate, (see list below), will be tabled until the new policies and procedures are completed. Policies 3 and 4 below deal with contract issues, and were recently re-introduced to the Faculty Association for negotiation.

- 1) Distance Education Mission Statement of goals and objectives (approved April 2006)
- 2) Faculty Evaluation Student Questionnaire (approved April 2007)
- 3) Faculty Evaluation Recommendations to be incorporated into the Faculty Evaluation process (sent to Academic Senate and on the Faculty Association May 14, 2007)
- 4) Distance Education Committee Recommendation on Teacher Load, Conference Hours and Class Size (presented for Academic Senate Review and sent on to Faculty Association April 2008)

Every attempt will be made to incorporate previously adopted policy.

There was some concern from members about the requirement of policy and procedure to teach online. However, this is not an academic freedom issue. The question of why policies and procedures need to be developed for DE but not for face-to-face classes was discussed. Online pedagogy and technology demands differ from face-to-face demands. WASC wants evidence that we offer and monitor comparable courses and programs online and face-to-face. C&I policy and faculty evaluation are the methods used to check quality of face-to-face classes. Policy should address all 'platforms' and modes of instruction and also include the support offered by the college.

Sandy mentioned that faculty development and support are key issues in policy for Distance Education. We should consider repeating the DE Boot Camp this year.

On behalf of the college, Bob Miller thanked Sandy Haynes for her hard work on DE issues.

The development and review of policies and procedures will require transparency and participation of the Committee. Members will be asked to provide input between meetings. Shelley mentioned we might be able to use *SharePoint* or *Go To Meeting* to facilitate collaboration and/or replace face-to-face meetings. Sandy feels email and additional face-to-face meetings may be more practical since we have so little time to complete the task.

The next scheduled meeting is Tuesday, October 13.

Minutes respectfully submitted by Krista Goguen

Revised by Sandy Haynes