

Distance Education Committee

Minutes

March 9, 2010

Committee Attendees: Sandra Haynes (VAMS), chair, Sharon Bober (Mathematics), Regina Fernandez (DSPS), Krista Goguen (Library), Elizabeth Polenzani (B&CT), Asher Shamam (Mathematics) Sonia Wurst (B&CT).

Guests: Joe Futtner (C&I), Carole Robinson (Academic Support).

I. Welcome and Introductions

Chair Sandy Haynes welcomed committee members and guests. Dr. Allen Dooley and Jason Bettrue were unable to attend to give updates from Academic Support regarding Blackboard/WebCT and potential DE workshops. They will do so in the near future. One of the issues we would like Jason to resolve is that the tabs for Distance Education support for students need to be set up on the Blackboard/WebCT login page once again. They have been missing since last fall.

Bob Miller was also unable to attend but sent thanks to the Committee for working so diligently on accreditation policy and procedure.

II. Continuing Business

1. The Accreditation Follow-Up Report #1 will be submitted to the Accrediting Commission for Community and Junior Colleges by March 15, 2010. Our important work in establishing policies and procedures for DE is represented in this report. See:
<http://www.pasadena.edu/IPRO/accreditation/documents/PasadenaCityCollegeFollow-UpReport1-March152010.pdf>
2. Sandy will be presenting the survey result analysis of the *Student Academic Integrity and Authentication Survey* to the Academic Senate by the end of the month. Sandy and Crystal Kollross in the Office of Institutional Planning and Research have almost finished the report. See:
<http://www.pasadena.edu/de/documents.cfm>

Accreditation Task Force Documents

1. In her report to the Academic Senate on March 1, Sandy presented language changes in Recommendation 103: Distance Education Delivery Modalities, which were approved by the Academic Senate. The change involved the clarification that a Hybrid course is defined as “Fifty-one percent or *less*...” rather than fifty-one percent or *more* of course learning activities...”
2. Recommendation 105D was reviewed by a subcommittee of C&I, which had concerns that the form was too long to fit in the WebCMS format. However, after consultation with Joe Futtner, the form will go back to C&I with few changes. Joe also agreed with our recommendation that new C&I policy (regarding review of proposed new DE courses) will include a permanent, voting member from the

DE Committee. This new responsibility for the chair of DE or designee must include reassigned time.

The C&I Committee did add a new sentence at the top of Form D which states: "After completing this form, faculty must make an appointment to consult with the C&I Committee Distance Education representative in order to insure the proposed course conforms with all standards for distance education."

3. Recommendation 107: Online Class Size (Course Cap) and Recommendation 108: Conference Hours were also presented to the Academic Senate on March 1. Both recommendations will be sent on to the Faculty Association for contract negotiation. Martha Bonilla, representing the Association, was present at the Academic Senate meeting.
4. **Recommendation 106:** Distance Education Pedagogical Readiness for Faculty was presented for discussion.

Pedagogical readiness is not about telling instructors what to teach, but how content is presented differently from a traditional classroom environment.

There was discussion and clarification changes the language and punctuation. The title of the recommendation was changed by adding "online," in front of "pedagogical readiness."

Other comments and changes include:

The Office of Academic Support is going to need to support instructors of distance education courses by establishing ongoing pedagogy workshops.

Good practice in course offerings in DE programs is **the use of a common platform** (Learning Management System) **for online courses**. If the LMS that an instructor uses is not the LMS that the college supports, this can create support problems for students. The college does not require that an instructor use its adopted LMS, but because of support issues and potential lack of consistency in course formats, will push to have all DE instructors use the same LMS. (See U.S. Department of Education, Office of Postsecondary Education. March 2006. *Evidence of Quality in Distance Education Programs Drawn from Interviews with the Accreditation Community*.)

Sandy suggested that the introductory paragraph to the Pedagogical Readiness Qualifications list be changed to the same language as Recommendation 104. Each of the Readiness bullets was reviewed.

After a call for final discussion, Liz moved that Recommendation 106 be accepted and moved on to the Academic Senate. Krista seconded. Vote to accept was unanimous.

The meeting was adjourned.

The next scheduled meeting is Tuesday, April 6, 2010.

Submitted by Sonia Wurst
Revised by Sandy Haynes