

Distance Education Committee
Minutes
May 4, 2010 – C225

Committee Attendees: Sandra Haynes (VAMS), chair, Andrzej Bojarczak (Languages), Krista Goguen (Library), Tammy Knott-Silva (Kinesiology, Health, and Athletics), Elizabeth Polenzani (B&CT), Sonia Wurst (B&CT).

Guests: Dr. Allen Dooley, Dr. Carole Robinson, Jason Betrue, (Academic Support).

I. Welcome and Introductions

Chair Sandy Haynes welcomed committee members and guests.

II. DE Updates

Dr. Allen Dooley advised that the renewal date for our Blackboard/CE8 contract is June 30 and we will probably be renewing for one year. Two years price out at around \$150,000. Since WebCT will no longer be supported by Blackboard after 2012, we will need to start a process next year to review our options in regard to a LMS. The major issues going forward are the budget, faculty input regarding tools desired, training, and support staff.

III. Open Discussion

K. Goguen suggested that the Office of Academic Support advise the Faculty Technology Committee regarding the LMS. A. Dooley agreed that that was a good idea. There is still discussion about the possibility of a Chief Technology Officer for the campus. J. Betrue added that switching LMSs is a huge undertaking and we will need at least two years to get it done. Training is a must. If we stay with Bb, we are currently using version 8.3 and will need to move to Blackboard 9.1, which is more costly and is a different interface from WebCT8.3. S. Haynes added that a LMS should include an internal email system. The current PCC email would not be able to handle additional input from hundreds of students in distance education classes. Internal email also guarantees that only students enrolled in the course are contacting the instructor about that specific course. C. Robinson said that we need to line up the major LMS companies to present their products.

J. Betrue added that there is some basic similarity in LMSs, and he can “get up to speed” quickly, whatever system is chosen. He is a systems administrator, not a platform builder and the need for that kind of expertise must be considered when the LMS is chosen. This implies additional technical support if we go with open source. There are third party vendors that will supply support for an open source software like Moodle. But Moodle is not free. J. Betrue emphasized that a hosted option like Bb is more expensive, but could provide the support faculty wants.

K. Goguen added that the Library has had to help students access their online classes because there are few/no resources to help them get started. C. Robinson said that the Tutoring Lab techs should be trained to help students with their online classes. A. Bojarczak asked if there is a DE Budget. S. Haynes said she did not believe so. C. Robinson replied that before 2005, it was soft money, but she believes it is now a line item in the budget.

IV. Continuing Business

S. Haynes updated the Committee on what she presented to the Academic Senate on May 3, 2010:

- **Recommendation 110: Regular Effective Contact Definition** was approved by the Academic Senate
- **Recommendation 109: Teacher Load** and **Recommendation 111** were presented to the Academic Senate for a potential vote at their next meeting on May 17.

Discussion and review for approval of Accreditation Task Force documents: Sandy Haynes

1. Recommendation 112: Distance Education Course Quality Rubric

A course quality rubric can help current and new distance education instructors improve/develop a course with high quality standards. California State University Chico has developed a six-category rubric for online instruction (ROI) that can serve as an excellent guide for exemplary online course design.

Discussion centered around how and at what point in development this document might be used. K. Goguen suggested that the faculty use this rubric as a guide. A. Bojarczak was concerned that such a document might be considered mandatory and that we seem to be establishing higher standards for DE than for face-to-face classes. S. Haynes reminded the Committee that there are different standards for DE mandated by the State and Federal governments through Title 5, Section 508, FERPA and WASC. There can be no grandparenting when it comes to these issues.

With some minor changes in language, Recommendation 112 was approved by the DE Committee.

The meeting was adjourned.

The next meeting is scheduled for May 18.

Submitted by Sonia Wurst
Revised by Sandy Haynes