

Distance Education Committee

Minutes

October 14, 2008

Committee Attendees: Sandy Haynes, chair, Sharon Bober, Andrzej Bojarczak, Ken Cheney, Allen Dooley, Regina Fernandez, Shelley Gaskin, Krista Goguen, Boglarka Kiss, AC Panella, Manny Perea, Elizabeth Polanzani, Alicia Vargas, Sona Wurst,

Guests: Jason A. Betrue, DE Web Specialist, Academic Support, Robert B. Miller, Associate Dean, Academic Support

1. Welcome and Introductions: Sandy Haynes, Committee Chair, welcomed members and mentioned she solicited participation on the committee from all college divisions. Self-introductions. Sandy passed out a list of DE Committee members with division, email addresses and phone extension info. (Also posted on our website.)
2. Brief summary of DE committee work since 2005: Past Chair, Alicia Vargas, summarized the work of the committee over the last 3 years (handout: "Summary of DE Committee Activities and Recommendations"). Copies of the some of the documents mentioned on the handouts will be posted on the Distance Education Committee website. Highlights include:
 - Delivery Modalities Document
Status: Approved by Academic Senate on March 26, 2007
 - Policies for evaluation and assessment of online instructors. Status: approved by the DE Committee and the Academic Senate; Union approval pending.
 - Policy recommendations for online courses, such as time frame for student access.
 - Professional development requirements and recommendations for policy and contract issues.
Status: Approved by the DE Committee, reviewed by Academic Senate, Union approval pending.
3. DE Updates: Bob Miller and Jason Betrue of Academic Support
Bob Miller thanked Alicia Vargas for her leadership of the committee and collaboration with Academic Support in fostering the completion of some of the early goals of DE and for promoting quality of distance education. Bob summarized the report on Distance Education at Pasadena City College that he gave to the Board of Trustees in Sept. 2008. The report will be posted on the DE website. The Board, Dr. Perfumo, and Dr. Jacobs support expansion of the DE program to meet student needs for a variety of modes of instruction and to ease facility use. The focus should be on quality not quantity. The number of online and web-enhanced course sections offered through Blackboard/CE6 in Spring 2008 and also Fall 2008 was 388, with 100 pure online and 288 web-enhanced. These numbers do not include courses offered online through other providers/publishers (e.g. *My Math Lab*). There are more students enrolled in the same number of sections in Fall 2008, indicating increased demand. In general, online course size is aligned with face-to-face class size, but there are exceptions (e.g. face-to-face art history courses have over 100 students, too large a number to teach online). Bob recommended the California Community College DE Coordinator's discussion listserv as a good resource for discussion of DE issues including working conditions. A distance education option is included in many new classes coming to C&I.

Introduction of Jason Bettrue, Distance Education Web Specialist. Jason updated members on a change made to an administrative setting in BB that puts us in compliance with FERPA regulations. Send requests and questions to Jason through the helpdesk (e-mail helpdesk@pasadena.edu – include Blackboard or WebCT in the subject field).

Jason and Carole Robinson will offer one-hour BB **Learn and Share** workshops throughout the coming year for new and experienced faculty who are interested. The dates November 13 and 14 have been set aside for the first workshops. Details to be announced.

4. New Business

Sandy introduced the PCC Distance Education Committee website. It is not online yet, but members were encouraged to have a look at it in progress at www.pasadena.edu/de and make suggestions or comments. The site is the standard PCC website template that includes our mission, committee membership, meeting times, agendas and minutes as well as general FAQs regarding DE at PCC. It will also include a newsletter, the DE_ DISPATCH, with a blog, Q & A message board, technology updates, pedagogical and instructional design information, accessibility information, C & I issues, and a library link. Committee members were asked to each contribute at least one general FAQ, preferably with the answer-- about Distance Education at Pasadena City College for the general website. These FAQs will be posted on our website so faculty who are new to Distance Ed at PCC can find some general information about where to start with DE. Please e-mail your FAQs to Sandy (schaynes).

5. The Higher Education Act of 2008 requires authentication of students taking DE courses by technology or assessment means by 2010. (See *Higher Education Act Upgrade* at http://www.accjc.org/directors_desk.htm) Our current policy does not require on-campus classes to authenticate students so there is a discrepancy in terms of what is additionally being asked of online students and instructors. Bob Miller mentioned many institutions, including some of the California Community Colleges, are challenging the ruling but are also investigating how to meet the authentication requirement. The DE committee will review and comment at the request of Dr. Jacobs.

6. Continuing Business - Items postponed to a future meeting.

Next meeting Tuesday November 25, Noon, in C225.

K. Goguen
revised by S. Haynes