

# Distance Education Committee

## Minutes

November 25, 2008

**Committee Attendees:** Sandy Haynes, chair, Sharon Bober, Andrzej Bojarczak, Ken Cheney, Regina Fernandez, Shelley Gaskin, Krista Goguen, Boglarka Kiss, Manny Perea, Stephanie Schmidt

**Guests:** Michelle Ingram, Mathematics Division

1. **Announcements and updates:** Chair Sandy Haynes welcomed continuing and new members.
  - The committee minutes will be posted on the DE Committee Website [www.pasadena.edu/de](http://www.pasadena.edu/de)
  - The next meeting will be Tuesday Dec. 9th. Subsequently, we will not meet again until spring.
  - Committee members are requested to submit FAQ questions and answers about teaching online to Sandy ASAP. These will be posted on the DE website.
  - The *DE Dispatch Newsletter* will also be part of the DE website. The Newsletter is being created with Microsoft Office SharePoint (<http://www.microsoft.com/sharepoint/prodinfo/what.mspx>) software that can also support online discussion and document sharing (with a login).
  - Jason Betruce recently presented two Learn & Share workshops on the HTML editor in Blackboard. Additional workshops are planned. These workshops will be scheduled for Thurs. and Fri at noon. Committee members were asked if they had specific requests for topics to be covered. This decision was left up to Sandy Haynes and the Office of Academic Support staff.
  - Bob Miller has commended the committee on its work.

### 2. Open Discussion – Goals 2008-09

The Board of Trustees would like the college to increase the number of online courses and sections. Several Departments have goals to increase online offerings (Music, Math and The Writing Center). Manny Perea reported that the English Division is having a Technology Retreat in April. The committee would like to clarify the C & I process necessary for faculty to follow in order to have a current, new or modified class approved for online teaching. K. Goguen, also a member of the C&I Committee, will bring the C&I definitions and procedures to a future meeting and this information will eventually be posted on the DE Website. Bob Miller is also a member of C & I and could give us input.

### 3. DE Update and New Business

We then took up a discussion of new Distance Ed requirements in the Higher Education Act of 2008 that requires "immediate implementation." Dr. Carole Robinson gave a presentation summarizing the issues related to authentication of online students. As part of the Higher Education Act of 2008, WASC is considering guidelines for requiring formal authentication. Carole stressed faculty should focus on preventing cheating through best practices in course design, use of multiple assessments (rather than "high stakes" tests) and getting to know students through regular, effective contact, i.e. relying less on "course e-packs" and more on constructivist pedagogy that encourages interaction with students and collaboration among students. Carole supplied three handouts:

- ✓ "Assessing Online Facilitation Instrument" from the CSU Center for Distributed Learning which includes good practices for Managerial, Social, Pedagogical and Technical aspects of online classes;

- ✓ A PowerPoint overview of the “Academic Integrity in Online Education” workshop which defines types of ‘academic dishonesty’ and provides guidelines and “principles for good practice” for instructor contact, course design and assessment techniques; and
- ✓ 3) Strategies for authentication of students in online classes.

Regina Fernandez presented a document with background and references regarding student authentication in DE. She also distributed a draft of an Academic Integrity Survey that she created, to collect data from faculty. We will contact Institutional Planning and Research for assistance with the survey. Committee members were asked to comment. Committee members recommended surveying all faculty, not just online instructors to find out about current practices. A subcommittee will be formed in Spring 2009 to work on the survey.

Sandy asked Manny Perea to serve as a subcommittee chair to review the faculty evaluation tool that is currently used for on-campus classes. We need to assess if changes need to be made to the tool to accommodate any aspects of an online class. Once the subcommittee has reviewed the faculty evaluation tool, recommendations will be made to the Academic Senate to accept it.

Sandy also asked Sharon Bober to serve as the subcommittee chair to present curriculum ideas for a Professional Development Workshop Series that is planned for June 24, 25, and 26, 2009. Sharon Bober and Boglarka Kiss will gather ideas for these workshops to discuss at the next meeting.

#### **4. Continuing Business**

Teaching requirements for online faculty, Draft Proposal – not discussed.

Next meeting Tuesday December 9, Noon, in C225.

K. Goguen

revised by S. Haynes