

## Distance Education Committee

### Minutes

**April 14, 2009**

**Committee Attendees:** Sandra Haynes, chair, Andrzej Bojarczak, Regina Fernandez, Shelley Gaskin, Krista Goguen, Manuel Perea, Elizabeth Polenzani, Stephanie Schmidt, Alicia Vargas, Sonia Wurst

**Guest:** Robert B. Miller, Associate Dean, Office of Academic Support, Denise Romero, visitor from Health Sciences Division

**Handouts:** Final Draft of the DE Professional Development Workshops "Online Teaching Boot Camp: Work Smarter, Not Harder," scheduled for June 24, 25, and 26, 2009

#### 1. Announcements and Updates

- Chair Sandy Haynes announced that the Survey on Student Academic Integrity has been distributed to all full and part time faculty.
- The Learn and Share Workshops presented by Jason Bettrue have had low attendance but have been well received. Contact Jason with workshop ideas. The final workshops for the school year will be on May 7 and 8.
- The DE Professional Development Workshop "Online Teaching Boot Camp" will focus on using Blackboard but will include an overview of some tools and methodologies for online classes that can be used outside of the Blackboard LMS.
- Manny Perea summarized the English Division's day long technology retreat. There are currently no online or hybrid English classes. There are some web-enhanced classes and some adjunct instructors teach online courses at other colleges. The focus of the retreat was to identify what training is needed, which courses could be taught online and to encourage faculty to set individual goals to integrate more technology into their courses, at least one technology component (e.g. use of a wiki or the college Portal). The English Division is looking at Microsoft SharePoint for division communication.
- Bob Miller announced that Sandy Haynes' online course, *Art Fundamentals*, was just awarded Exemplary Course status from Blackboard.

#### 2. Old Business

##### Summary of the Accreditation Exit Report and Open Discussion

Shelley Gaskin stated that the Accreditation Exit Report comments about the lack of policies and procedures for Distance Education did not reflect the work the DE Committee has already done. Over the past few years, the DE Committee has made recommendations on faculty evaluation, teaching load, office hours, and other policies and procedures, based on the WASC checklist. These recommendations have been taken to, and in appropriate cases, approved by the Academic Senate. Some policies have been stalled in the contract negotiation process and have not been implemented by the Administration. According to Shelley the comments of the Accreditation team seemed focused on minor points of criticism and not on holistic advances in Distance Education at PCC, made in a short period of time. Some general discussion of the issue followed. The final Accreditation Report is due in August.

Bob Miller stated the Institutional Planning and Research Office will submit the required "Substantive Change Forms" for the three BIT online certificate programs with assistance from Academic Support, the Business Division, and the Career and Technical Education Office.

The DE Committee was asked to explore the Distance Education programs, including policies and procedures in place, and readily available online, at Cerritos, College of the Canyons, Long Beach City College, Santa Monica College, Citrus College and Glendale College. The approach taken by these community colleges can be used as models of policies and procedures and help us identify priorities. At the next meeting, the committee can reexamine WASC policies and procedures on distance education, continuing to address policy issues from the Accreditation Reference Handbook as well as beginning to address the issues mentioned in the Accreditation Exit Report. Subcommittees could be formed to work over the summer.

Sandy thanked Sharon Bober and the subcommittee members who worked on brainstorming topics for the DE Professional Development Workshops now entitled "Online Teaching Boot Camp: Work Smarter, Not Harder", scheduled for June 24-26, 2009 in the Library Small Computer Lab. She provided an overview of the schedule and sessions. Participants must attend all three days and will be eligible to receive a Blackboard shell. The Boot Camp Final Draft plan was approved.

### **3. New Business – none.**

**Next meeting Tuesday May 12, 2009, Noon C 225**

Respectfully submitted by Krista Goguen.

Edited by Sandra C. Haynes