



Distance Education Advisory Committee Meeting Minutes October 17, 2013 • Library 162

Present (*Attendees via CCC Confer)

Howard Story	Moon Ichinaga	Jason Suarez	Celia Valdez*
Rica Young	Margaret Steinberg	William Doyle	Lloyd Noonan*
Alice Grigsby	Francine Vasilomanolakis	Janice Ishikawa*	

Meeting Materials

1. [Recorded Meeting](#)
2. [Meeting Handout](#)
3. [DE Procedures and Forms](#): Online Course Review Checklist

Welcome and Introductions

H. Story opened the meeting at 12:55 PM, welcomed the members of the committee and had each member introduce herself/himself.

Online Course Syllabus Checklist

R. Young explained that the initial document has 8 pages and will be broken down to 2 separate documents; otherwise, the checklist may seem too long and overwhelming.

The first document will be called Online Course Syllabus Checklist and will have 1 page only. The checklist will comprise four required sections: (1) Instructor Information, (2) Course Information, (3) Required and Recommended Materials and (4) Policies. Each section will have the list of required and optional items that faculty can use as a guide when creating their online course syllabus. Each item will also have a brief description.

The second document will be called Online Course Syllabus Checklist Supplement and will have 8 pages. It will provide additional details and examples for each item on the checklist that faculty can use as is or customize. It will also list the sources of content used to develop the document.

The Online Course Syllabus Checklist will contain the link to the supplemental document and vice versa.

Below is a summary of the committee discussion on Online Course Syllabus Checklist and Supplement:

- H. Story and F. Vasilomanolakis commended the DE Office for creating a comprehensive and thorough Online Course Syllabus Checklist and Supplement. The disaster maintenance plan is a must for every online class because technology is unpredictable and a fall back should be in place in case technology fails.
- W. Doyle suggested that "Tips for Success" should be a required item instead of optional.
- L. Noonan recommended that a statement about announcements being archived in Etudes should be added in the Instructor's Communication Policy so that students are aware that they can access it at any time.
- R. Young said that an editable MS Word template will be provided to faculty as soon as the Academic Senate approves the document.
- J. Ishikawa asked about links to student services and R. Young pointed the details on p.7 under Academic and Technical Support.
- M. Steinberg noted that the Class Schedule item only specifies expectations on Spring Break. She suggested that other breaks should be included and change Spring Break to school breaks (i.e., spring break, thanksgiving, holidays).
- A. Grigsby recommended that information on a complaint process be included in the checklist. Since an official procedure is available for on-campus classes, R. Young will include a link to this information in the online course syllabus checklist under the Policy section.

Online Course Review Checklist Procedure

H. Story stated that DEAC recently approved the Online Course Review Checklist document but the DE Office does not have a procedure when and how the document will be used. He asked the committee for suggestions and below is a summary of recommendations.

The DE Office will conduct a course review using the Online Course Review Checklist if:

1. The curriculum committee approves a new DE Course (online or hybrid)
2. The curriculum committee applies a major course outline revision to a current DE Course (online or hybrid)
3. The dean requests a course review
4. The online faculty requests a course review
5. A full-time or part-time faculty teaches a DE Course (online or hybrid) for the first time at El Camino College
 - a. The first online class will be reviewed in the middle of the semester (week 8) to provide faculty enough time to develop the course. After the review, the faculty will have a few more weeks (approximately 8) to apply suggested improvements.
 - b. The second online class will be reviewed before the semester starts to help faculty apply the learning experiences, strategies and techniques that worked in the first online class.
6. A full-time or part-time faculty teaches a DE Course (online or hybrid) in an ongoing basis
 - a. During the 3-year evaluation with the dean **OR**
 - b. Every other year **OR**
 - c. Every year

The committee was unable to come up with a unified recommendation for #6 so all the options are listed above. The discussion will continue next meeting and the committee will aim to make a decision.

Online Course Orientation Standardization

H. Story and R. Young showed the difference between the Print Class Schedule and Online Class Schedule. The previous DEAC meeting addressed issues and proposed changes on some inconsistencies. R. Young explained that before taking the DEAC recommendations to Information Technology Services (ITS) and/or Academic Senate, one more issue has to be discussed – Online Course Orientation details.

In the Print Class Schedule, instructors specify the type of orientation they require. These are (1) on-campus orientation, (2) online orientation, and (3) email. Orientation details are on the Print Schedule but not on the Online Schedule. Since majority of the students use the latter, they miss important information about orientation and if the class is fully-online or hybrid. After an extensive discussion, the committee recommended two options when publishing both Print and Online Class Schedule.

First, continue printing the orientation information in the Print Schedule but talk to ITS and see if the same information can be added online. In researching how other colleges publish their schedule, R. Young discovered that MSJC has a similar system (datatel) with El Camino but MSJC has a note field where they can add specific information about orientation.

Second, change the orientation information in both the Print and Online Schedule with this proposed statement: *Login to Etudes 5 days before class starts to see specific information from your instructor on how to proceed.* This standard will require working with faculty to standardize the orientation procedure which the DE Office is committed to do if the first option is not possible.

Meeting was adjourned at 2:20 PM.

Next Meeting

Thursday, November 21, 2013 at 12:45 PM in Library 162.