



# Distance Education Advisory Committee Meeting Minutes September 19, 2013 • Library 162

## Present (\*Attendees via CCC Confer)

Howard Story	Dean Lofgren	Francine Vasilomanolakis	Janice Ishikawa*	Lloyd Noonan*
Rica Young	Mary McMillan	Margaret Steinberg	Judy Crozier*	Sara Blake*
Alice Grigsby	Laura Welsh	William Doyle	Celia Valdez*	Rodney Murray*

## Meeting Materials

1. [Recorded Meeting](#)
2. [Agenda](#)
3. [DE Guidelines and Principles](#): Student Authentication, Regular Effective Contact
4. [DE Procedures and Forms](#): Online Teaching Certification Program, Online Teaching Requirement and Procedures, Online Course Review Checklist
5. [DE Class Schedule Issues and Proposals](#)
6. Surveys: [Instructor Effectiveness](#), [DE Satisfaction](#)

## 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.

## Academic Senate-Approved Guidelines

H. Story announced that 3 DEAC-proposed guidelines were approved by the Academic Senate on June 4, 2013 - Student Authentication, Regular Effective Contact and Online Teaching Certification Program. He added that 8 faculty are currently taking the first offering of the new 8-week Online Teaching Certification course facilitated by Francine Vasilomanolakis, Professional Development trainer.

## Online Teaching Requirements and Procedures

H. Story presented the Online Teaching Requirements and Procedures drafted by the Distance Education Office. Committee members suggested the following:

- Use the same course description in both Online Teaching Certification Program and Online Teaching Requirements and Procedures documents – S. Blake
- Change verbs from future to present tense since the courses are ongoing – S. Blake
- Correct grammatical errors and tense and capitalization inconsistencies (i.e., has/have, 8 hours is/are, division/Division) – S. Blake, M. Steinberg, L. Welsh
- Delete the year in the suggested timeline to minimize changes – H. Story
- State explicitly that the Etudes for Online Instruction course should be completed first before taking the Online Teaching Certification course. This will dispel the notion that both courses can be taken simultaneously. – F. Vasilomanolakis

The committee approved the draft. R. Young will apply the above items and email the final copy to the committee before forwarding to the Academic Senate.

## Online Teaching Certification Course Waiver

R. Young pointed out that Online Teaching Certification course can be waived if the faculty has previous teaching experience or previous coursework. The application must be submitted to the division Dean who will forward it to the DE Office for review. Previous teaching experience will be reviewed using the Online Course Quality Checklist and previous coursework will be checked against the content and learning outcomes of the Online Teaching Certification course. A recommendation will be submitted by the DE Office to the Dean but the latter will make the decision to approve or deny the waiver request.

## Online Course Review Checklist

R. Young presented the Online Course Review Checklist drafted by the Distance Education Office. M. McMillan asked if the document title is Online Course Quality Checklist or Online Course Review Checklist. The link on the DE site states the prior but the document title states the latter. R. Young explained that the title was changed from quality checklist to review checklist because the DE Office does not evaluate the quality of an online course. Rather, it assists faculty in reviewing their online course based on general DE standards. R. Young assured that the corrections will be made to the title.

R. Murray asked if this document will be submitted along with the faculty schedule request. H. Story said that it's not a requirement but Deans may use it for evaluation purposes before assigning faculty with an online class.

The Committee members suggested the following:

- Make examples more general rather than specific – S. Blake
- Correct typographical and grammatical errors (graded/grades, but are not limited to) – S. Blake

H. Story advised that "mechanics" of the document be discussed by S. Blake, R. Young and interested participants after the meeting.

The committee approved the draft. R. Young will apply the above items and other additional items after discussion with S. Blake. She will email the final copy to the committee before forwarding to the Academic Senate.

### DE Class Schedule Issues and Proposed Solutions

In this context, Print Class Schedule refers to the handbook that is sold as a hard copy for \$1 and the electronic copy in PDF and flipbook formats that are posted on the Class Schedule page of the college website. Online Class Schedule refers to the Search Online Now/Searchable Schedule feature also available on the Class Schedule page of the college website and MyECC. This version is more up-to-date than the print schedule and is used more often by students. The information written in the Print Class Schedule is not identical with the Online Class Schedule.

R. Young informed the committee that the DE Office has been working to update and improve the information presented in the Print and Online Class Schedule regarding Distance Education classes. She provided the committee with a documentation of issues and proposed resolutions. One proposal was to update the DE Note Section that lists the computer requirements in the Print Class Schedule. This proposal has been submitted to the Curriculum Committee and awaiting approval.

The second proposal is to change the "See Distance Education Website" phrase in the Section Note which refers to the meeting time and location of an online or hybrid class. There are no details of such nature in the DE site so she suggested that required hours of online coursework be indicated instead (e.g., at least 8 hours of online coursework every week). L. Welsch recommended that it could also state "See email from instructor" since reminders are often sent by DE faculty to students before class starts. M. McMillan advised that the required hours can be noted in the Student Handbook. R. Young said that students usually read the class schedule first before reading the handbook so it may be a good idea to put the information in both areas.

The third proposal is to change the Meeting Information in the Online Class Schedule from "Online Lecture Days to be Announced" to something more specific. R. Young said that changing the information is not an easy task because it is a programming standard in Datatel. R. Young pointed out that this vague description of meeting information has caused countless students to miss mandatory orientations and on-campus sessions of hybrid classes. Although these details are provided in the Print Class Schedule, many students miss the information. Another issue caused by the programming standard is when it allows a student to enroll in an on-campus class with a schedule that conflicts with a hybrid class' on-campus sessions. It does not recognize the hybrid class' on-campus sessions because online, hybrid and off-site classes fall under one category – online. At this point the committee agreed to discontinue the discussion and raise the issue to the VP of Academic Affairs and/or Academic Senate.

### Survey

H. Story asked the committee to think of ways to encourage students to fill-out the Instructor Effectiveness survey (i.e., extra credit). The relevance of the survey questions with online instruction will be evaluated and discussed next meeting.

### Online Course Syllabus Checklist

This item in the agenda was deferred to next meeting due to time constraints. Copies/link of the draft will be sent to the committee for review.

### Other Items

H. Story notified the committee that the Online Teaching Conference will be in San Diego in June 2014. He also promoted the Etudes Summit in San Francisco in November 2013 where F. Vasilomanolakis and R. Young will present at the pre-conference workshop.

Meeting was adjourned at 2:10 PM.

### Next Meeting

Thursday, October 17, 2013 at 12:45 PM in Library 162.