



Distance Education Advisory Committee Meeting Minutes November 21, 2013 • Library 162

Present (*Attendees via CCC Confer)

Howard Story	Moon Ichinaga	Celia Valdez*	Rodney Murray*
Rica Young	Jason Suarez	Lloyd Noonan*	Judy Baker*
Alice Grigsby	Mary McMillan	Janice Ishikawa*	

Meeting Materials

1. [Recorded Meeting](#)
2. [Meeting Slides](#)

Welcome and Introductions

H. Story opened the meeting at 1:00 PM and welcomed the members of the committee. He said that the committee accomplished more this semester compared to the previous semesters despite the limited time to meet.

Etudes Summit 2013 Report

H. Story recapped the recent Etudes Summit held last November 6 -8 in San Francisco. It was attended by all colleges using Etudes as their official learning management system. Faculty, staff and administrators participated and provided workshops including Francine Vasilomanolakis, Rica Young, Daniel Berney and Traci Granger from El Camino College.

R. Young added that the summit focused on learning tools that are collaborative in nature such as Google Hangouts and VoiceThread. Sessions that discuss teaching pedagogy include visual syllabus and detailed feedback.

H. Story also mentioned that some sessions discuss learning styles and how to use tools such as gaming to motivate student performance.

Foothill-DeAnza and Butte-Glenn Distance Education Grant

H. Story introduced RFA # 13-082 as a grant and initiative from Governor Jerry Brown to raise the quality of online education in the California Community College System. El Camino College did not apply for the grant and only 4 or 5 institutions submitted proposals. The grant was awarded to Foothill-De Anza and Butte-Glenn community-college districts. The goal is to expand the Catalog of Online Courses in the California Virtual Campuses. It also aims to establish online course exchange among community colleges, increase the number of associate degree graduates and transfers to 4-year colleges and improve student retention and success. The initial budget is approximately \$16.9M and a possibility of \$10M annual budget starting 2014-2015.

H. Story debunked the rumor that a new learning management system (LMS) will be created or chosen and that all colleges will be required to use it. There will be one LMS available for all the colleges but each college will still have the option to use their own LMS. At this point, no selection has been made and components such as articulation, registration and financial aid are of more importance. R. Young added that in a presentation made by Judy Baker, Distance Education Dean at Foothill College in the Etudes Summit revealed that the 600+ page proposal talked sparingly about LMSs and it would take years to decide on one LMS for the entire system.

H. Story encouraged the committee to participate in the development of the Online Learning Initiative so we can play an active role in the decision-making process instead of having decisions made for us. Call for participation will be received through email that will provide more information about the different areas (i.e., curriculum, technology, tutoring) that need volunteers.

Official Day to Publish Etudes Shell

H. Story asked the committee to decide an official day when Etudes shells should be published.

Suggestions as to what should be in the Etudes shell on the first day of class were provided by J. Baker and J. Ishikawa. These include syllabus, reading materials and no show policy. H. Story and R. Young agreed that these are best practices and can be recommended to faculty. However, the decision that needed to be made was the official day when the Etudes shell should be published.

According to the academic calendar, Saturday is the first day of class in Spring 2014. In some cases, summer for instance, the first official start day is on a Monday. Regardless of the specific day of the week, everybody present in the meeting (both on-campus and CCC Confer) agreed that the Etudes shell should be available to students on the first day of class or the semester, be it Saturday or Monday.

El Camino College Advisory Committees

H. Story announced the college recently published an official document entitled "Making Decisions at El Camino College 2012-2016." In the document, a section on Advisory Committee states:

Advisory committees perform specific functions that benefit the college community or respond to issues of importance to college constituencies. Recommendations from these committees are made to the appropriate manager and, when applicable, brought to Cabinet by the area Vice President for consideration.

DEAC has been under the impression that decisions should be forwarded and approved by the Academic Senate before implementation. There is no need to change the process but DEAC should be aware that the current practice is not a must because it is not a sub-committee of the Academic Senate. However, it is wise to keep the current practice because most DEAC recommendations affect faculty and the Academic Senate represents faculty.

R. Young asked if DEAC-approved procedures can be implemented without Academic Senate approval. A. Grigsby responded that collegial consultation is an essential part of the decision-making process in the college. However, DEAC reports to the Learning Resources Director so operational procedures are submitted by the Director to the Vice President of Academic Affairs. Decisions that impact the faculty will logically be sent to the Academic Senate for discussion and approval.

El Camino College Distance Education Courses Growth

H. Story showed the growth of the program using the statistics below:

• Fall 2008	90 sections	• Spring 2013	61 sections
• Spring 2008	77 sections	• Fall 2013	63 sections
• Spring 2009	88 sections	• Spring 2014	70 sections

According to C. Valdez and M. Murray, Compton Center has 56 sections in Spring 2014.

Online Teaching Conference 2014

H. Story announced that the Online Teaching Conference 2014 is on June 20 & 21 in San Diego. Early Bird registration is \$198 and Regular Registration is \$235. R. Young noted that presenting in the conference will waive registration and save money. She added that the common topic was regular effective contact in online classes in 2012 and online student services and MOOCs in 2013. In 2014, it could be the Online Education Initiative and Grant.

A. Grigsby encouraged staff and librarians to attend the conference because many sessions focus on student services (i.e., library, tutoring, counseling) because it is also a critical part of online education.

Etudes CEO on Flex Day

H. Story informed the committee that Vivie Sinou, Etudes CEO will be presenting on Flex Day (January 16, 2014) to update El Camino College faculty with the new tools and features in Etudes. This will be a great opportunity to share experiences and provide suggestions for improvement.

Closing Remarks



H. Story wished everybody a Happy Thanksgiving and shared an image to demonstrate the spirit of the holidays. The picture included a nice-sized turkey with all the trimmings. In the background is a fireplace and two-wine glasses which seems to be everyone's favorite.

Meeting was adjourned at 1:45 PM.

Next Meeting

TBA