Institutional Committee on Distance Education

Friday, November 16, 2012
StutzmanRoom10:00 a.m. – 11:45p.m.

Present: Steve Albert, Elizabeth Bishop, Steve Bruemmer, Amber Kerchner, Celine Pinet, Leslie Procive, DJ Singh, Stephanie Tetter, Catherine Webb, Bruce Wilder

Absent: Brenda Kalina, Rosaleen Ryan

Additional Guest: Francisco Tostado (sitting in for Brenda Kalina)

Welcome & call to order

Review of Minutes: The minutes from September 21, 2012 were reviewed.
Motion to approve: Elizabeth, seconded by Stephanie; all in favor, none opposed, Stephanie abstained.

Review of Minutes: The minutes from October 19, 2012 were reviewed.
Motion to approve: Steve A., seconded by Stephanie; all in favor, none opposed, Stephanie abstained.

Announcements:

- News from October DE Coordinators Call: Catherine said the Chancellor's Office is offering a webinar on 12/10/12 from 9:00am – 12:00pm on "Operating a Quality Online Program." The webinar is designed to provide assistance with establishing policies and procedures by establishing a list of standard items that should be included in distance education programs. If anyone is interested in attending to let her know and she will forward the information on the webinar. Catherine said that the definition of quality is starting to form at the Chancellor's Office level and colleges want to have a say in the definition before it is all formed.

- News from the CIO Conference: Celine attended the conference at the end of October and reported the ACCJC provided feedback on academic integrity and an increased need for student verification/authentication. Some suggestions for student verification were: proctored assessments, login statements addressing student integrity, and using plagiarism software such as "Turn It In." Distance education training helps faculty with these issues. The ACCJC encourages passwords, proctoring or other processes that are developed for checking/verifying student ID.

  Another area covered was Title 4 and students receiving financial aid taking online courses, and dropping a class. If Financial Services is not aware the student has dropped a class, then the College has to pay back the money to the government back to the dropped date. In order to have a proper drop date, the students need to be engaged in regular communication with the instructor and class. The state and Federal regulations are different. Catherine said that she will pull the ASCCC distance education information, which documents purposes of engagement.

  The College needs to establish policies and procedures that support attendance and drops. Francisco suggested that instructorsshould address expectations in the course syllabi.

- CAC Online Course Proposal: It was asked if an instructor can submit a course for both modalities (fully online and hybrid) at the same time? Based on the current set-up, an instructor can only do one or the other. Catherine said it is easier for the sub-committee to review each mode of instruction separately. After some discussion, it was agreed that the language on the online course form needs to be clarified.

Catherine will review the form with Michael Gilmartin and ask for clarification and if it is possible to use one form for both types of courses, or possibly submit two forms (one for each mode of instruction) simultaneously.

One point clarified was if the instructor is using Moodle to post homework assignments and the course syllabus does not mean that the course is a hybrid (or online) course. Class content defines the course as distance education.

Celine announced there has been a growth in fall enrollment with 10% coming from face-to-face classes and 15% growth from distance ed classes.

Celine distributed a handout that she received while at the CIO conference, which contains information on distance education.

October 2012 Professional Development Workshop: The @One workshop on Training Resources had a small attendance; however it was an engaged group of people. Micah Orloff from @One participated through Skype. One topic he addressed was on certification. There was a lot of interest in having a custom training program created for the College. The thought was to have a group of instructors take @One courses so the College would have a group of experts/mentorson campus. The outcome of the discussion was to find out how many people can be trained, how long is the training and what is covered.

As part of the discussion, the topic of the Moodle 2.3 version came up. The Moodle 2.3 upgrade will be available summer 2013, and per Bruce, the changes between our current version and the upgrade aremostly cosmetic. CSUMB plans to upgrade the main server from 1.9 to 2.3 at the end of May 2013. The main server is set-up so that each school in the consortium can decide when they will migrate to the newer version. Catherine will call Marc Oehlman and request a list of the enhancements so we can see the differences.

Goal 4 Progress Report: Steve A. is working on the MPC Online Student Resources Portal. He found out there were 12,000 clicks to access the portal, and 337 clicks on "how to log into MPC online", but he was not able to gather information on the login page access. Steve A. pointed out that there was white space in the top center part of the page that could be used for something more useful. The other point he made was to locate online course offerings, a student has to scroll down the page to locate the information. It should be user friendly.

After further discussion the following motion was made:
Motion: To relocate the MPC Online and Courses to the top of the webpage. When that is complete, the next part will be to proceed with usability and testing of the site. Stephanie approved the motion, Elizabeth seconded. All in favor, none opposed, no abstentions.

It was also suggested to talk to Celeste White about the white space ideas, such as adding class updates, register now option and "online news".

Goal 7 Progress Report: Catherine is working on Defining Quality, in collaboration with the Academic Senate. She distributed a handout titled "National Standards for Quality Online Teaching", which are the set of standards from the International Association for K-12 Online Learning that @One has adapted for use within the California Community College system. @One also uses these quality standards in their courses. This handout is an example of the type of standards and guidance the College might want to look at. This can help with consistency of online courses and student experiences. Part of the quality process is also to educate individual instructors; how do we teach faculty to teach online? Standards like this could be a first step.

Catherine said the Academic Senate is waiting for the ICDE to take the lead on this issue and for the committee to give a recommendation. The ICDE will come up with a set of guidelines for faculty to meet that will indicate a quality course.

Steve Bruemmer requested time on the December agenda to discuss Goal 6. Catherine agreed that this would be first on the agenda after announcements.

Next meeting: December 14, 2012 10:00 a.m. – 11:45a.m., **Stutzman Room**.

Note:
- Mike Midkiff, Director of Information Systems starts on November 19th.
- Jon Knolle, Associate Dean of Instructional Technology and Distance Education starts on December 10th.

Both will be joining the committee and attending the December meeting.

Meeting adjourned.