**REDWOODS COMMUNITY COLLEGE DISTRICT**
**Meeting of the Distance Education (DE) Planning Committee**
➤ **Eureka: 7351 Tompkins Hill Road, Boardroom**
**Wednesday, May 11, 2016, 3:00-5:00 pm**

## AGENDA

1. Approve Minutes of 4/20/16

2. Updates and Reports
   a. Professional Learning Network (www.pln.cccco.edu) – Cathy ("guided tour")

3. Old Business
   a. Committee Membership for Committee Handbook – Need IEC Approval
   b. Approve Revisions to DEPC Mission

4. New Business
   a. Online course fill rate data:
      i. Recommendations for how to keep "healthy enrollment" in online sections – duplicate sections?  How to determine?
      ii. Three-Dean Salad – Cathy and Mike's travelling roadshow
         • Deans are going to have to identify the high-demand courses that fit the online modality
         • Cathy/Lisa can assist writing the DE addendum
   b. Outcomes results from Mike and Lisa's test classes

5. Announcements


Next Meeting: (Fall 2016) *TBD*


*CCC Confer Participant Details:*

*Toll free number: 1-888-450-4821*
*Participant passcode: 603422*
*Telephone Conference Feature:  *6 - Mute/unmute your individual line*

**Present:** Cathy Cox, Mike Butler, Quang-Minh, James Hays, Reno Giovannetti, Phil Mancus, Rianne Connor, Crislyn Parker-support

1. **Approve Minutes of 3/23/16:** Approved as corrected.

2. **Updates and Reports:**
   - Discussion started in the senate regarding the OEI Exchange. Mike would like the DEPC to be familiar with the Exchange, in order to respond to questions. *Key*: a legal provision in Title V allows college districts to form a consortium where neither college has 100% of offerings, but each college has some of the total. OEI is the consortium in which districts enter into legal agreements. This allows students to get classes, and seamlessly provides credits to be applied to the home college.
   - The DEPC will provide detailed information at faculty and division meetings to ensure understanding of what the OEI is all about, and get buy in at local level.
   a. *Online (Mike)*
      - OER was discussed with the senate, who passed the resolution to support participation in the OER grant (Open Resource Grant)
      - FTES by location: Online FTES have gone up significantly since last year (2014-15). 2015-16 we had fewer sections offered, had increased FTES, yet the fill rate is lower than ever. Mike and Cathy will review the numbers; how to remedy will be a future agenda item.
      - Curriculum stoplight is working and updating nightly from Datatel. Kudos to Courtney and Paul!
   b. *Telepresence (Cathy):*
      - Deans must ensure all courses are approved for appropriate modalities. Scheduling: Deans email Cathy, who tracks and ensures classroom availability. A process to determine telepresence offering priorities, and from which sites is needed. Discussions should include ensuring telepresence students receive the same experience as in seat classes. There is not the capacity to originate all classes from Eureka, creating an opportunity for DN to offer multiple telepresence courses. There is an expectation that WebX will be added to the telepresence allowing recording of the class, which students can then review.
      - Current technological issues: KT has an infrastructure issue which the tribe must address. This must be considered in planning.
      - Long term considerations include: Should we open another telepresence room, broadcast or receiving room; turn LRC 104 into an origination room? Contingencies will be discussed and Steven Roper will be consulted about logistics.
   c. *Evaluation Kit Trial Progress (Reno)*
      - The first round was disappointing (30% response). The second round is already at 60% response by removing the "save for later" option. Discussion is still needed to survey logistics. No email notifications, strictly through canvas.
      - Students can download an app to take the survey with an IPAD, but it has to be synced with their @1 account (?). Mobil issues will have to be improved.
      - Some instructors have requested survey results. Reno directs them to Lisa or Todd.

   d. *Report from ASCCC Online Regional Meeting (Cathy-attachments)*
      - There was a lot of information on students with disabilities.

- Accreditation:
  - Freedom of Information act allows ACCJC to look through redwoods email accounts, as well as personal email, if used for college business. Does CR require all faculty to communicate with students through LMS, not personal emails?
  - Texting is not good; there is no way to document contact with student. (This all concerns communication with online course students.) Basically all electronic communication should be done through an LMS. How do we archive conversations in an LMS?
  - ACCJC will be looking for all legal accessibility.
  - Policies need to be in place to capture the legalities of accessibility as much as is reasonable and possible. You tube policy is one example of a policy and fix. Key is to have a policy and plan of action. Committee is charged to review these notes.
  - CR is in pretty good shape, overall in knowing to expect from accreditation visiting teams.

3. **Old Business**
   a. Noncredit OTLT Course Proposal;
      - Read, mark it up, and return to Cathy and Mike to allow inclusion in the next curriculum meeting.
      - Fall 2017 will be the earliest timeframe to offer courses. Lisa, Reno and Mike are reviewing OTLT to make more universal with course outline, and possible rough a sketch for the second course.

4. **New Business**
   a. Review Committee Charge and Membership for Committee Handbook (attachment)
      - Cathy and Mike will draft and bring back to next meeting.
      - Add a counselor or advisor representative and DSPS representative-Tasha (Rianne will check with Tasha).
      - Wendy, Lisa, Philip faculty membership
   b. Review Program Review Goals for 2015-16:
      - Sections offered and fill rates to address
      - Address student equity
      - No assessments this year because baseline program review.
      - Determine analysis for #2, #3 for assessment
      - Planning: 1. no advisory board yet: is it necessary? Next year's program review will indicate we have other means to obtain this type of input. 2. Cathy is hoping to work with IR on this. 3. In progress, Cathy is looking into curriculum piece 4. (Resource requests from PR) need ISS, increase staff development funding, operational funding, laptops ordered; ordered screening data base with library funds, which is being heavily used; obtained acoustic panels for DN; ordered flex tables for LRC 105. Evaluation Toolkit in process.
      - 5. Increase in enrollments in telepresence: stellar  6. Evaluations: evaluation toolkit in progress
   c. Review AP 4105, Distance Education (attachment):
      - Should include senate approved instructor guidelines. Language is straight from DE guidelines. Update the checklist as well as the guidelines.
      - Committee approved AP as is with changes. AP will have to go through the senate and ASPC.
   d. Set Meeting for May: Yes, Wednesday, May 11, 3pm – 5pm.

5. **Announcements:** Lisa Sayles will be DE faculty coordinator in Fall 2017

   Next Meeting: *Wednesday, May 11th, 3pm – 5pm*