

Distance Education Planning Committee  
Notes  
September 26, 2017, 3:00pm – 4:00 pm in FM 107



<b>Purpose</b>	DEPC plans and recommends innovative and creative opportunities that use distance learning to meet the diverse needs of the District’s students; serves as a resource to the DE dept.; and engages with & makes recommendations to the Academic Senate, faculty, staff and administrators in matters of policy, practice and pedagogy regarding distance learning and technology-enhanced instruction.	
<b>Outcomes</b>	Agreement on DE Planning and Assessment Flow and Process	
	Recommend action on Course Exchange to Senate	
	Begin the DE Program Review for 2017-18	
	DEPC Project List for 2017-18	
<b>Preparation Required</b>	Read 2016-17 DE Program Review Report	
	Review DE Functional Plan 2015-17	
	Review proposed DE Planning Flowchart (attached)	
<b>Committee Members</b>	Cathy Cox (Co-chair)	Philip Mancus
	Lisa Sayles (Co-chair)	Wendy Riggs
	Reno Giovannetti	Mark Winter
	Rianne Connor	Vacant - Student
	James Hays	Stephanie Burres
Present: Mark Winter, Cathy Cox, Rianne Connor, Reno Giovannetti, Lisa Sayles, Philip Mancus (telepresence), Wendy Riggs, James Hays, Stephanie Burres (support)		
<b>Meeting Leader and/or Facilitator</b>	Cathy Cox and Lisa Sayles	
<b>Recorder</b>	Stephanie Burres	

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What	How	Who	When
1. Opening	<ul style="list-style-type: none"> <li>Review agenda and anticipated outcomes?</li> <li>Review/Approve notes from last meeting</li> <li>Q&amp;A on reports from committee members</li> </ul>	Cathy Cox	3:00 – 3:10
<b>Notes:</b> <ul style="list-style-type: none"> <li>Meeting called to order at 3:08 pm</li> <li>Notes from the 9/12/2017 meeting approved without correction.</li> <li>Program Review Reports do not print correctly in Firefox, seems to work correctly in Explorer.</li> </ul>			
2. Course Exchange	<ul style="list-style-type: none"> <li>Discuss and make recommendation</li> </ul>	Lisa and Cathy	3:10 – 3:25
<b>Notes:</b> <ul style="list-style-type: none"> <li>Lisa spoke with Angelina Hill and the Senate Co-Presidents and they would like DEPC to make a recommendation about OEI course exchange. If we make a recommendation in favor, it will then be approved by the Academic Senate and then sent to the Board of Trustees for approval.</li> <li>They would like to open up the exchange as early as next fall. There is some confusion on whether or not this is the actual timeline, or still a piloting phase.</li> <li>Eligibility for exchange: must be a consortium member (DEPC will recommend whether or not the college joins to legal consortium), must teach in canvas for one term, all courses submitted to the exchange have to go through an evaluation process, and courses must be fully online with the exception of on-campus proctored exams.</li> <li>It is a priority of the Consortium that all of the exchange members are on a level playing field and can offer the same level of services. We are waiting on state guidance on a single login for online courses, which will be a requirement.</li> <li>If we decide that the Consortium is the right step for distance education at College of the Redwoods, it does not mean we will be accepted in the exchange.</li> <li>Colleges can either be a teaching college, and home college, or both. What would be the impact of this on FTEs? Benefits: under enrolled classes that run every year can be opened up to students from other campuses (maximizing efficiency and increasing enrollment). Also, we could offer certain courses once a year as opposed to every semester (reducing costs) because students could take the courses through the exchange (increasing completion rates). It is an opportunity to learn how other schools are doing Distance Ed and improve our practices. Negatives: There is an apprehension about leaving spaces open in our courses that may never be filled (forced under enrollment, reduction in completions). Sending our students elsewhere (loss of FTEs). Is</li> </ul>			

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it worth the risk?

- There is a feeling that it is too soon to make a recommendation. Our approval is conditional on a broader college-wide conversation that includes an analysis of FTEs loss, impact and roll of administrative services and other key stakeholders, etc. DEPC wants to be involved in this conversation and feels that a task force would be best suited to explore this issue more before it is sent to the Academic Senate.

3. DE Planning Process	<ul style="list-style-type: none"> <li>• Review planning process flowchart</li> <li>• Identify next steps and responsible parties</li> <li>• Timeline(s)?</li> </ul>	Lisa Sayles	3:25 – 3:35
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**Notes:**

- In accordance with the College's Integrated Planning Model, all planning committees are supposed to develop operational plans. It may be most efficient if Cathy, Lisa, and Reno go through the Education Master Plan and the existing functional plan and pulled the elements into a 5-year operational plan that maps onto our learning objectives. This document would be discussed with the whole group to build a 5-year and 1-year plan with actionable objectives.

4. Program Review	<ul style="list-style-type: none"> <li>• Review plans from last year</li> <li>• Discuss plans for 2017-18</li> </ul>	Cathy Cox	3:35 – 3:50
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**Notes:** Discussion postponed until next meeting.

<b>Close</b>	<ul style="list-style-type: none"> <li>• Summarize agreements</li> <li>• Review next steps</li> <li>• Evaluate the meeting (+s and Δ's)</li> </ul>	Cathy/Lisa	3:50 – 4:00
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**Notes:**

- Review the planning model prior to next month's meeting with the Accreditation team.
- Committee appreciated the new approach to program updates and will continue it.

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