

Distance Education Planning Committee

Notes

October 24, 2017

FM-107



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| Purpose | 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. | |
| Meeting Outcomes | Agreement on current status of last year’s Program Review plans | |
| | Agreement on any needed changes to DE Outcomes/Assessment methods | |
| | Draft list of goals/objectives for 2017-22 DE Operational Plan | |
| | List of action items for 2017-18 DE Annual Plan | |
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| Preparation Required | Review list of current and potential one year and five year actions from the existing DE Functional Plan (attached). Please come prepared to suggest any new items and/or modify existing ones. | |
| | Review draft 2017-18 DE program review (under ADMINISTRATIVE program review templates) – <u>particularly</u> Assessment Activities and Evaluation of Previous Plans. | |
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| Committee Members | 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: Cathy Cox, Lisa Sayles, Reno Giovannetti, James Hays, Phil Mancus (telepresence), Wendy Riggs, Mark Winter, Stephanie Burres | | |
| Meeting Leader and/or Facilitator | Cathy Cox and Lisa Sayles | |
| Recorder | Stephanie Burres | |

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| What | How | Who | When |
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| 1. Opening | <ul style="list-style-type: none"> Review agenda and anticipated outcomes? Review/Approve notes from last meeting Q&A on reports from committee members | Cathy Cox | 3:00 – 3:10 |
| Notes: <ul style="list-style-type: none"> Notes from previous meeting are approved, remove Phil's name from the 10/10 meeting. There is concern among Committee members about Reno's workload for DE evaluations. | | | |
| 2. Program Review | <ul style="list-style-type: none"> Review Plans from last year and discuss current status Review DE Outcomes and assessment methods – do we need to change anything? | Cathy Cox | 3:10 – 3:30 |
| Notes: <ul style="list-style-type: none"> Committee would like to add tech academy and survey of instructional modality to the program highlights and professional development. What has been the impact of Proctorio? Allows online instructors to approximate in person testing processes and give proctored exam. It improves access, reduces burden, and allows instructors to see where students are taking the test. Lisa would like us to link plan #6 (provide improved support for accessibility for all users of Canvas (both in fully online courses and web-enhanced courses)) to the evaluation form in the contract. This would be a good plan to link to the staffing request for an instructional designer. Cathy has reached out to colleagues in DE at other schools and about half have an instructional designer, some were Title V grant funded faculty positions. Our best option may be to ask for a hybrid position that involves other administrative or librarian responsibilities. Is there a job title that we could get approved through CSEA? What credentials would we require? Could this be offered as an internship in the meantime? What goals should we set for DE? We need some visual non-verbal cues like FlipGrid/VoiceThread to improve accessibility. Online foreign language classes. Pelican Bay is looking to implement telepresence courses. What resources will be required to implement these courses? What are the IT and logistical requirements? The committee would like to set up a meeting with the Pelican Bay Task Force and Steven Roper to discuss this further. Digital Media (Montel) would be a good partner for development a telepresence space on campus, forum building. | | | |

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| 3. Long term planning | <ul style="list-style-type: none">Review and discuss five year/one year goals (attached)Discuss plans and actions for 2017-18 | Lisa Sayles | 3:30 – 3:55 |
| Notes: <ul style="list-style-type: none">Mark would like to note overlap between goals.There are tasks that need to be addressed year-after-year or that are ongoing that may need to be elevated to the level of DEPC regular responsibilityOEI needs to be included so that we can implement infrastructure design.Collaborate with non-credit program and provide support as necessary to the non-credit DE courses (not all non-credit courses).The goal to offer a DE curriculum development training for faculty can be removed for now. | | | |
| Close | <ul style="list-style-type: none">Summarize agreementsReview next steps – who will do what?Evaluate the meeting (+’s and Δ’s) | All | 3:55 – 4:00 |
| Notes: <ul style="list-style-type: none">Lisa would like to have a non-specific faculty account for SoftChalk so that faculty can have access to documents without having to go through Lisa’s account.Committee will send Cathy comments for program review and the 1 and 5-year plans. Think about what a great DE program would look like. | | | |

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

