

Distance Education Committee

HLRC 112

October 30, 2013

1:00 p.m. to 2:30 p.m.

Attendees:

Members:

Alexander, Linda (Present)
Ichon, Eric (Present)
Manner, Kimberly (Present)
Sander, Nancy (Absent)
Preziosi, Aimee (Absent)
Shepherd, Marlene (Absent)
Jones, Tamara (Absent)

Guests:

Apigo, Mary-Jo

I. Organizational Items

1. Meeting Called to Order at 1:00 p.m.
2. Copies of the minutes of the September 25, 2013 meeting were distributed (copies will be emailed to those not present). Success and retention rates were clarified (Item II.1.). The minutes were approved as corrected.

II. Academic, Distance Education, and Professional Matters

1. Quality Matters Retreat Update

The second Quality Matters retreat will be held June 13 to 15, 2014 at the UCLA Lake Arrowhead Conference Center. (There is an attempt to move the retreat to June 12 to 14 pending approval from the conference center.)

All those who missed the first training were sent an email instructing them how to complete the first training.

The second training will be a two-week online course January 8 to 22. A cohort of 20 will participate. At the end of the training, those people will be certified QM Peer Reviewers.

E. Ichon clarified the expected outcomes of the QM training. After the retreat, peer review teams will be formed. Each peer review committee will consist of a faculty member from West, a faculty member from Pierce, and a facilitator. Each reviewer will be expected to complete three peer reviews of online courses OR to complete two peer reviews and to submit one of their own courses for peer review. Stipends will be paid for reviewing courses, and submission of courses for peer review will be voluntary.

2. CCCCCO Report on Distance Education

E. Ichon reported on findings from the CCCCCO Report on Distance Education. The report shows that online success rates are higher at West than the state average. E. Ichon encouraged the faculty serving on the DE Committee to read the report. Additional discussion of the report will be on the November 20 agenda.

The CCCCCO Report on Distance Education is available at http://californiacommunitycolleges.cccco.edu/Portals/0/reportsTB/REPORT_DistanceEducation2013_090313.pdf.

Action Item: Read the CCCCCO Report on Distance Education.

3. Education Master Plan

A workgroup convened on September 26, 2013 to provide input for Goal 5: Modes of Instructional Delivery Should Be Rich and Effective of the Education Master Plan.

4. LMS Survey

E. Ichon reported that the learning management system survey went out again. There were approximately 300 responses districtwide. The LMS Task Force is meeting November 5. The Distance Education Stakeholders will meet November 25 at City College.

The State Online Initiative awarded \$16.9 million for a variety of initiatives, including centralized LMS.

5. Distance Learning Program Review Highlights

E. Ichon provided highlights of the DL Program Review. Highlights include:

- Quality Matters (see II.1. above).
- Additional Admissions and Records support was requested for the first two weeks of each semester. The goal is that all addcards will be processed within three business days of receipt.
- Faculty Incentive Program to encourage faculty to imbed more multimedia into their online courses. The program would involve:
 - An audit of current offerings
 - Encouragement of faculty to imbed audio and video
 - Incentives ranging from Starbucks gift cards to an iPad

6. Information Items

E. Ichon met with President Abu-Ghazaleh to discuss Quality Matters and MOOCs.

E. Ichon will be meeting with Student Services to discuss pre-assessment for English and Math to tie into West Expressway.

7. Items for the Next Agenda

The next meeting will be November 20 at 1:00 p.m. Agenda items include:

- Quality Matters Retreat Update
- Discussion of Spring Meeting Schedule
- Update on MOOCs from the Strengthening Student Success Conference
- Report on Validation of DE Program Review and Unit Plan
- Report on LMS Task Force
- Report on Etudes Summit
- Digital Design Studio Update

III. Adjourned at 1:55 p.m.

Next Meeting: Wednesday, November 20 at 1:00 p.m.