

Distance Education Committee Minutes

Ana Figueroa, Faculty
Co-Chair

Date: October 2, 2018
Time: 9:36 – 10:45 am
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Present:

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon and Ana Figueroa (co-chairs), Ken Taira, Alice Taylor, Linda Alexander, Sandra Ruiz, Nancy Brambila, Angie Abraham (guest)

Eric Ichon,
Administrative
Co-Chair

September 27, 2018 minutes reviewed and adopted with minor corrections.
L. Alexander noted that the template for agendas and minutes needs to be updated and E. Ichon undertook to do so.

Dr. Arnita Porter,
Academic Senate
Representative

Peer Online Course Review (POCR)

Ken Taira,
AFT Representative

@One will provide training, which E. Ichon proposes having open to all online instructors. This 40-hour online training is free to West as an OEI pilot college. OEI now works closely with @ONE, along with California Virtual Campus (CVC) and CCCConfer.

Alice Taylor,
AFT Representative

Reminder: Our Online Learning website has the forms to request reimbursement for tuition, including @ONE training. Look under “For Instructors,” then “Conference Attendance & Professional Development Forms.” Since the funds are annual, on a “use it or lose it” basis, it’s wise to request them as early as possible. This applies to conference attendance as well.

Sandra Ruiz,
AFT Representative

OEI Equity Update

Linda Alexander,
AFT Representative

Tabled until Dr. Arnita Porter can attend.

Collaboration with Student Success Committee

Tabled until T. Welsh can attend.

Online Instructors’ Handbook Update

The Handbook needs to be updated to include Title 5 requirements and minimum expectations of instructors, plus developments like West Connect. E. Ichon asked for volunteers. A. Abraham agreed to review Student Services; S. Ruiz, professional learning; N Brambila, online course enrollment; A. Taylor, people-friendly tone. E. Ichon offered to email the committee a Word file with the Handbook, and asked that members volunteer to address the remaining topics. The committee will review changes as they

Title 5 Revisions

Ana Figueroa, Faculty
Co-Chair

E. Ichon walked the committee through changes the CCCC Distance Education and Education Technology Advisory Committee and the CCCC Chancellor’s Office proposed to title 5, which the Board of Governors (BoG) recently reviewed. He noted that the BoG probably made changes, which he will locate to be discussed at the next meeting.

Nancy Brambila,
Academic Senate
Representative

The changes stress the need to meet the requirements of the Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The committee appreciated the updating of language, such as “in-person classes” rather than “traditional classroom courses.”

Suzanne Floyd,
Academic Senate
Representative

Meeting **Course Quality Standards**: The “For instructors” section of our Online Learning website has resources for instructors. The same mechanisms for quality control (Curriculum Committee approval, instructor evaluation, etc.) apply to face-to-face and online classes. We are aware of the need to provide all student services online, especially as the majority of our enrollments are now online.

Eric Ichon,
Administrative
Co-Chair

Regular and effective contact includes contact among students. The Board of Governors’ probably added the example of discussion forums as a venue for interaction. Use of such forums is the norm in online classes, almost a requirement.

Dr. Arnita Porter,
Academic Senate
Representative

Separate Course Approval: West meets the requirements, including addenda, in our curriculum approval process. The “For instructors” section of our Online Learning website has the forms and instructions. We will need to make recommendations to the Curriculum Committee once the title 5 update is completed, for example, including the requirement for regular and effective contact among students in our addenda.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

The section on **Faculty Selection and Workload** sparked a wide-ranging discussion of issues facing the committee, including topics such as:

Sandra Ruiz,
AFT Representative

Linda Alexander,
AFT Representative

- Standards for DE instructors—higher or parity with face-to-face instructors? This touches on training, preparation of materials for specific sections, evaluation methods,
- Impact of new funding formulae, moving away from the focus on enrollment alone. Small data sets demonstrate classes taught along OEI standards have better student success. There is no longer a stipend for faculty preparing their courses for OEI approval.
- The key role of the Faculty Guild in issues like faculty training, seniority lists, evaluation, and office hours. Its openness to suggestions from members, especially via its surveys of issues to address in contract negotiations.
- Support of the Academic Senate and Faculty Guild in West’s attempts to improve online education.
- The US Department of Education has changed requirements for online programs, without notice

Future Actions:

A. Taylor asked that Canvas include an account an instructor can use to actually see their course (as Student View is limited). Ana reported that instructors can add students to their courses, using the People area. A fake student Canvas account can be created by using a non-West email so that instructors can view their courses as they will appear to their students.

E. Ichon reported that Deanna Gossett is now a tenure track faculty member and is willing to be the DE Committee's liaison with the Curriculum Committee next semester.

A. Figueroa suggested the DE Committee review DE addenda as part of the Technical Review process. L. Alexander reminded the committee that she and A. Taylor drafted a rubric for the Method of Instruction addendum, but it did not go to Curriculum Committee. E Ichon noted that the addendum has to demonstrate some thought, and not too vague, and not so specific as to prescribe teaching approaches in every section. The Committee should review this again along with the addenda overview.

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