

Distance Education Committee Minutes  
Winlock Lounge  
Wednesday, March 26, 2014  
3:00 to 4:30 p.m.

**Attendees:**

Members: Eric Ichon, Kimberly Manner, Linda Alexander, Alice Taylor

Guests: Kenneth Taira, Lucy Blake, Sue Herdzina

**I. Organizational Items**

1. Meeting called to order at 3:08 p.m.
2. Minutes of the November 20, 2013 meeting were reviewed. M/S/A (Manner/Ichon)
3. Committee Membership

Linda Alexander was elected faculty co-chair. Faculty interested in serving as the AFT Representative (the position vacated by Linda Alexander and the position vacated by Marlene Shepherd) were encouraged to talk to Olga Shewfelt.

Arnita Porter has replaced Aimee Preziosi as Senate Representative.

4. Meeting Times

The meetings will continue to take place from 3:00 to 4:30 on the fourth Wednesday of the month in Winlock Lounge.

Meeting dates for the remainder of the semester are April 23 and May 28.

5. Minutes of the February 26, 2014 meeting were reviewed. M/S/A (Taylor/Manner)

**II. Academic, Distance Education, and Professional Matters**

1. Synchronous delivery of online classes

The college receives less apportionment for online or hybrid classes. To get around this, we could offer online classes in a synchronous delivery. Faculty and students would not need to be on campus, but instruction would take place at a regular time each week for the same number of hours as an on-campus class.

We offer 300 online and hybrid sections in the fall. The college is considering offering six sections of synchronous courses as a pilot this fall. Faculty were

asked to think about whether or not they wanted to teach one of these classes and to talk to their colleagues about it.

## 2. Online Education Initiative

Governor Brown set aside funds for an Online Education Initiative. A competitive bidding process resulted in Foothill/DeAnza and Butte College districts administering the initiative. Dr. Arnita Porter from West, Joe Perret from Pierce and John Freitas from City are sitting on the committee overseeing the project. Any student in California can take online classes anywhere in California through a streamlined process (a single application, a common LMS, professional development opportunities for faculty teaching online).

## 3. LMS Feasibility Task Force Update

E. Ichon reported on the LMS Feasibility Task Force. It was determined that a single LMS for the district is feasible. The process for selecting an LMS is beginning.

## 4. 2014 Etudes Summit

The Etudes Summit is happening November 5-7 in Long Beach. The DE Office will pay for registration for any faculty member who would like to attend. Faculty can use their conference funds to pay for transportation and hotels.

## 5. Online Instructors' Handbook Update

Tabled to next meeting.

## 6. Adapt Courseware

E. Ichon distributed information about Adapt Courseware, a company that provides content for online courses. The software allows students to progress toward mastery at their own rates. They show 10% increased success rates in the seven subject areas where they have developed content. Students purchase an access code (\$90-\$100) from the Bookstore, so there is no direct cost to the college. If Adapt Courseware took the place of a textbook for a class, the cost to the students would be about the same.

E. Ichon will invite them to present at a future meeting.

## III. Adjourned at 4:18 p.m.

Next Meeting: Wednesday, April 23 at 3:00 p.m. in Winlock Lounge.