

Distance Education Committee Minutes

Date: May 15, 2017
Time: 1:00 – 2:15 pm
Location: President’s Conference Room, 1st Floor CE Building

present: Nancy Brambila, Arnita Porter, Eric Ichon, Alice Taylor (Skype), Clyde Titus (CCCConfer), Jesus Reyes

April 17, 2017 minutes approved

Online Teaching Requirements Noticed Motion:

West’s Distance Education Committee recommends that the minimal training for teaching online and hybrid include @One’s Introduction to Online Teaching and Learning plus the @ONE Introduction to Teaching with Canvas or completion of West’s Canvas Certification course or equivalent training. Instructors who have taught online for West between 2015 and April 2017 will be exempt from the Introduction to Teaching and Learning requirement but will still need to complete a Canvas certification course prior to teaching a course in Canvas. In order to teach an online or hybrid course for West this training must be completed by May 2018 as West will discontinue its use of Etudes at the end of June 2018. Instructors who have training and experience teaching online from other districts can petition for equivalency by submitting the appropriate documentation to the Dean of Distance Learning and Instructional Technology. The Distance Education Committee recommends that this policy be effective starting Fall 2017.

Alice asked if Canvas required faculty to be trained and Eric clarified it does not. This can mean a lot of work for DE support staff.

Passed with one abstention.

Open educational resources (OER) FIG Update– Linda Alexander clarified that using an OER textbook is not a problem for articulation or transfer.

Arnita reported that the statistics course in the OEI exchange, Math 110, uses Barbara Illowsky’s OER textbook.

OEI Update

Linda Alexander,
Faculty Co-Chair

Nancy Brambila,
Academic Senate
Representative

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon,
Administrative
Co-Chair

Dr. Arnita Porter,
Academic Senate
Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Clyde Titus,
AFT Representative

Eric explained West’s role in the exchange. Two of our Economics classes have been approved, and Geology 1 class and English 101 should be approved soon. There are three types of participation in the OEI pilot:

- Student Readiness (like West)
- Tutoring (like LAPC)
- Launch—these colleges were expected to be in the exchange now, but it has proved so complicated that only 5 are. Issues interfering with one-stop enrollment include varying semester/quarter lengths, SIS systems. West hopes to join in spring 2018. We waited because PeopleSoft is new now, and not fully functional yet.

Quality Matters Template Update – Eric explained that Ken Taira has created a shell course in Canvas that meets QM requirements. Ken will soon be inviting everyone who has finished QM training into the course.

West is considering whether to continue to pay to have access to QM. The OEI rubric is now available for all GE and transfer courses, so it makes sense to use it instead. The committee can discuss QM further at the next meeting.

OEI Update - At the OEI web site is a page on equity, under Student Services. The goal is to apply equity and Culturally Responsive Teaching and Learning (CTRL) principles to online classes. They are already embedded in the OEI course rubric as “exemplary” practices, and will be made “standard later. Arnita is working regularly with Larry Green, who teaches statistics in the Course Exchange, to bring that course in line.

CTRL courses are being developed for faculty teaching online, for online counselors, and for tutors. Later there will work on CTRL for specific disciplines.

Eric suggested that since West has identified social justice as a core value, this is another reason to use the OEI rubric.

Arnita reported that the RP Group and the Public Policy Institute of California is updating a 2011 study of online learning in the CCCs to compare fully resourced online courses to those without full resources (like tutoring and counseling).

He reported that a study comparing success rates in OEI online classes to other CCC online classes found success rates up an average of 4% (2-6%). We should get more courses into the Exchange. Among the advantages for West will be higher degree completion rates as students get the classes they need, and higher enrollment in our online classes.

He praised the Ally program for course accessibility. Unlike other accessibility programs, it doesn’t just tell you what’s wrong with your course, but corrects the problems. You can then use the corrected course in Canvas. We expect it to be licensed for use next year, but there is likely to be some cost to the college. Alice recalled that it was already mentioned in the Faculty Satisfaction Survey.

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DE Addenda Update - Eric reported that faculty have prepared 80 new addenda; for approval. Only 3 classes scheduled for summer are missing their addenda, plus a few for fall. The Curriculum Committee meets next week.

We need a flowchart, strategies and a rubric to make it easier for faculty to prepare the addenda. CC Chair Beraki Woldehaimanot is working a new description of the entire curriculum process, so these will be folded into that rather than approved and circulated independently.

Linda reported hearing from faculty who found working with DE staff on the addenda involved too much back and forth, not getting enough feedback the first time to make all corrections. Are we asking for too much detail in how each course objective is taught and assessed? Are we trying too hard to avoid duplication of strategies from one course objective to another?

Eric noted that the ACCJC team asked us to “ensure equal rigor” in all DE addenda, which he interpreted as avoiding boilerplate language. Some tools (e.g. flashcards, quizzes, discussions) will occur many times but should not be described the same way each time. Courses may appear unengaging if each objective is addressed in the same way.

Linda wondered if we were not asking for too much detail. She drew a parallel with the development of the SLO process, where these discussions have resulted in a middle ground, and suggested we learn from Luis Cordova’s exemplary work there. Alice expressed concern that a very detailed addendum could prescribe exactly how a course is to be taught, making it difficult for a teacher to individualize his or her course.

Eric noted the need for more discussion with the Curriculum Committee Chair. He suggested that faculty need to step forward to develop the rubric, and Alice and Arnita offered to help Linda with this.

Future meeting dates: We agreed that we do not need another meeting, this term since the Curriculum Committee is not ready for our input.

The Committee tentatively agreed to meet at 11 am on the third Tuesday of the month in the fall.

If the Senate President and AFT Chapter President agree to add more members, we may need to reconsider, to meet those members’ schedules. Alice noted that we need a member who teaches face-to-face, and Nancy noted that she teaches her Personal Development classes on campus

Adjourned 2:15, to Sept. 19, 2017, at 11 am.

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