

Distance Education Committee Minutes

HLRC 112

September 25, 2013

2:00 p.m. to 3:30 p.m.

Attendees:

Members:

Alexander, Linda
Ichon, Eric
Manner, Kimberly
Preziosi, Aimee
Sanders, Nancy
Shepherd, Marlene
Taylor, Alice

Guests:

Porter, Arnita

I. Organizational Items

1. Meeting Called to Order at 2:10 p.m.
2. Scheduling moved to the top of the agenda, which was approved by consensus as amended
3. The schedule for fall meetings was discussed. The committee will meet on October 30 and November 20 at 1:00 p.m. At the November meeting the committee will decide whether or not it needs to meet in December.
4. Minor editing for typos and clarification of the Minutes of the May 15, 2013 meeting. M/S/A (Shepherd/Alexander)

II. Academic, Distance Education, and Professional Matters

1. Quality Matters Retreat Update

E. Ichon provided the committee with an overview of the Quality Matters Program (<https://www.qualitymatters.org/>).

E. Ichon reported that all registered participants attended the retreat in August. It was very interactive. The next retreat is tentatively scheduled for June 13-15, 2014 at the UCLA Lake Arrowhead Retreat Center. Prior to that, there will be a second training (done completely online in January 2013) for retreat attendees.

At the end of the two trainings, West faculty will be certified Quality Matters reviewers. If online faculty wish to have their courses reviewed (for continuous improvement, not for faculty evaluation purposes), they could request peer reviews from E. Ichon.

E. Ichon also reported that additional faculty will be able to do the first part of the Quality Matters training online. Details are being worked out.

E. Ichon told the committee that recent Institutional Research data shows that online courses at West Los Angeles College now have the same retention rate as our on-campus courses (80%). Our retention rate in online classes is also higher than the state average.

West's online course success rate of 60% is only 3% less than the success rate for our on-campus classes (63%). Statewide the gap is 9%.

Action Item: The committee requested data on online success and retention rates for use in Program Review.

2. The CCCCO Report on Distance Education is available (http://californiacommunitycolleges.cccco.edu/Portals/0/reportsTB/REPORT_DistanceEducation2013_090313.pdf). E. Ichon requested that committee members read the report prior to the October meeting so we could have a full discussion of it then.

Action Item: Read the CCCCO Report on Distance Education.

3. Membership update

The membership of the committee was clarified. Faculty representation is divided evenly between AFT and Senate representatives:

AFT

Linda Alexander
Marlene Shepherd
Alice Taylor

Senate

Tamara Jones-Jamison
Kimberly Manner
Aimee Preziosi

As faculty co-chair, Nancy Sanders does not represent either faculty body.

4. Problems with Online Adds and Problems with Last-Minute Faculty Assignments for Online/Hybrid Classes

Discussion of these two items was combined because the two issues impacted each other, creating a "Perfect Storm" for the Distance Education Office. E. Ichon reported that there was a significant and unprecedented backlog in the processing of online adds this semester. He attributed that backlog to three primary factors: 1) staffing—the DE Office is currently down one staff member, which will be remedied on October 7 with a new hire; 2) students are no longer able to enroll online in classes that are not full after the semester start date (previously, students could enroll themselves in under-cap courses up to four days into the semester without requiring instructor permission); and 3) the unprecedented number of last-minute staffing changes that resulted in hundreds of students not being able to access their classes (thereby overwhelming the DE Office with help requests).

E. Ichon reported that he is putting in a request for temporary full-time Admissions and Records help to process add requests the first two to three weeks of each semester.

There was some discussion about the DE Committee recommending that changes to the schedule not happen the week before the start of the semester except in dire circumstances; however, a formal resolution has not yet been drafted. This will be discussed at the October 30th meeting.

Faculty were reminded that the AFT surveys faculty each year about working conditions. It was suggested that we might recommend a change to the contract to allow the processing of instructor-initiated adds to online classes prior to the first day of the semester.

5. New Business

A. Taylor is serving on the Educational Master Plan Committee. She reported that the EMP will be done by May of 2014. A. Taylor requested the committee's help revising Goal 5: Modes of Instructional Delivery Should Be Rich and Effective. A workgroup will convene September 26 at 2:30 in GC 210K to review the goal and objectives and make recommendations for revision. Those recommendations will be sent to the full committee for its consideration. The deadline for A. Taylor to report back to the EMP Committee is October 4.

Action Item: Workgroup convening September 26 at 2:30 in GC 210K to review Goal 5 of the EMP.

A. Taylor reported that she attended the AFT meeting in Washington, DC on Monday. The AFT discussed MOOCs. The DE Committee discussed the benefits and drawbacks of MOOCs. It was suggested that we explore the possibilities of non-credit tutorials for pre-assessment preparation, supplemental instruction, and course preparation for our students.

E. Ichon distributed a flowchart showing the operation of the Learning Management System taskforce including opportunities for faculty input. He will ask Mary-Jo Apigo, the Dean of Teaching and Learning to send out the survey again to all West faculty as it was initially sent out without the correct subject line.

III. Adjourned at 3:45 p.m.

Next Meeting: Wednesday, October 30 at 1:00 p.m.