**DE COMMITTEE (“DEC”) MINUTES**

Date of Meeting: - 10/15/14  Location: Academic Affairs Conference Room  Time: 12:30 – 2:00 pm

Voting Members Present: David Jordan (Co-Chair), Myriam Levy (AS Rep), Diana Bonilla (AFT Rep), Par Mohammadian (AFT Rep), Rod Austria (IT Manager)

Voting Members Absent: Gina Ladinsky (AS Rep), Vilma Bernal (AS Rep), Dean – Academic Affairs (vacant), Curriculum Dean (vacant), AFT Rep (vacant)

Guests: Adrian Gonzalez (DSPS)

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1. **Review and Discuss Online Ecounseling status**

The DE Chair gave the following updated status on ecounseling to the DEC.

On 9-11-14 the DE Chair met with the Chair of Counseling and discussed setting up at 3SP site which would include counseling materials. In addition, the College of the Canyons site would be checked out, and the DE Chair would talk to Mike Fenton of Stem to discuss their methods of delivering ecounseling.

On 9-25-14, the DE Chair met with Mike Fenton, the Director of Stem. Employees use a three tier system, each tier providing more contact with an advisor. Stem uses CCC Confer and google hangouts, neither of which is secure. – see their ecounseling system at [http://www.lamission.edu/estudentservices/?page_id=345](http://www.lamission.edu/estudentservices/?page_id=345)

DE Chair met with the Chair of Counseling on 10-7-14 to discuss the three tier system, and the use of google hangouts and CCC Confer. The Counseling Department had received training during Spring 2014 in CCC Confer and did not feel that it was robust enough, and fairly difficult to navigate and that it could not be used for ecounseling. In addition, the Chair of Counseling felt that counseling could only adopt a two tier system. The first tier could be deployed through a new 3SP site with videos, tutorial, and links, but the second tier would require actual interaction between students and counselors and not just advising as STEM does. The Chair of Counseling requested that DE find an electronic system to do ecounseling. The counselors now have window 8 tablets provided by Special Funding and Carlos Gonzalez which they can use for the ecounseling.

The DE Chair looked at best practices and found College of the Canyons has a robust system of scheduling online counselors and there main webpage is very simple and straight forward to use for 3SP – Student Success, assessment, orientation, and creating an Ed Plan. COC uses email, live video at OOOVOO, which we can look at and Degreeworks for the SEP education plan. The DE Chair contacted the dean of Online Instruction at WLAC and he indicated that
they did not currently have online counseling portal.

**Necessary features for online counseling:**

The DE Chair reviewed and outlined the necessary features for online counseling, and concluded such a system should include the following: web-based, easy to use and navigate, affordable to the college, tracks students in the counseling process, able to be used cross platforms, including tablets, mac, pcs, androids, cell phones, easy to set up counseling sessions, does not use large amount of bandwidth so our students can access the counseling sessions from their computers, tablets, or smart phones, is secure, is multi-featured allowing taking of notes during video conferencing, use of videos, powerpoints, screen sharing, conference call in, to name a few

The DEC reviewed a diagram on the conference room whiteboard and discussed the necessary features for ecounseling. See the diagram at [http://abogado.pbworks.com/w/file/fetch/87561304/photo.JPG](http://abogado.pbworks.com/w/file/fetch/87561304/photo.JPG)

DEC decided to have IT/Counseling meet in the near future to formulate their own list of specifications/requirements needed for ecounseling (DEC will provide the list it formulated – see above), and the both DE and Counseling will search for a portal that can be piloted in January to test run ecounseling.

2. **Review and discuss 3SP and Student Success**

The DE chair met with Chair of Counseling and several counselors on 10-7-14 – and counseling and the Student Success Committee have worked on the steps to 3 SP – a new “draft page” was created for 3SP located at [http://lamission.edu/ssssp/](http://lamission.edu/ssssp/) - and the steps to student success - [http://lamission.edu/de/steps-to-success.pdf](http://lamission.edu/de/steps-to-success.pdf). The DEC, Chair of Counseling, the IT Manager, and Special Funding Director agreed to meet every two weeks starting 10-20 to develop the 3SP site, and a student worker was provided by Multimedia to work with the ad hoc Mission 3SP group on the new 3SP website.

3. **DE Program Review and DE Survey of Student Services**

Par suggested that we set up a grid to look at the 3 year DE Plan and how we are making progress towards each goal and activity. A site was created for that purpose at [http://lamcdepr.pbworks.com](http://lamcdepr.pbworks.com) This grid breaks each one of the goals down with a column for the goal, the alignment with the District and LAMC Strategic Master Plan, the status of the goal, progress made, and anticipated outcomes of the goals and timeline of completion. This will be presented to the EPC in March when DE undergoes its annual program review cycle. The DEC will work on updating and monitoring this grid/site and finalize it before the March EPC Program Review presentation.
DE Surveys

Two surveys were discussed.

**Student Survey of our lamission.edu/online site**

First, accreditation suggested that the [http://lamission.edu/online](http://lamission.edu/online) site was confusing and hard to navigate. Myriam agreed to conduct a student focus group with her Sociology classes to review and assess the online website. Myriam and Par agreed to work on a set of questions which would be used, and the student focus group would meet in early November, and the surveys completed by the end of the semester.

**Student Survey of Online Student Services**

Myriam and Par agreed to prepare survey questions for our current online students to assess counseling and support services for DE Students. The DEC will look at the questions in our next meeting, and then the survey will be completed by the end of the semester, and results analyzed, and improvements suggested or made.

4. **DE Training (Etudes Summit) and Eagles Nest**

Etudes will have its annual Etudes Summit in November, and the DE Chair will provide a summary of the new features in a training at the Eagles Nest on 11/20/14.

5. **Anthro 101 Shell Review**

The members of the DEC, David, Paul, and Vilma reviewed the Anthro 101 shell on two different occasions, and the DEC approved the shell and recommended that it be approved by the Curriculum for teaching of the class in Spring 2015 – see [https://www.dropbox.com/s/qorz7ydfvm3vc2/anthro101-gribben-sp15-2.pdf?dl=0](https://www.dropbox.com/s/qorz7ydfvm3vc2/anthro101-gribben-sp15-2.pdf?dl=0)

Meeting adjourned: 2: 30 pm

**Future Meetings – Fall 2014**

Weds. 11/19/14 and 12/10/14, and any additional meetings as necessary @ 12:30 - 2:00 pm, Academic Affairs Conference Room