1. **Update on Ecounselling**

David reviewed the progress on ecounselling. He has met with counseling several times over the last month to discuss the needs and specifications for the adoption and implementation of a program for student success including orientation, and ecounselling. On 11/18/14 David met with the counselors and tested a platform “anymeeting.com” and the counselors decided to further review the adoption and implementation of the platform and to start a pilot project in January using the platform for ecounselling and student success. Counseling is planning a retreat to further review and discuss the implementation of ecounselling.

2. **Discuss the Student Survey analysis of lamission.edu/online an DE classes at Mission**

Myriam had her Soc 4 class evaluate in focus groups the lamission.edu/online and also asked all of her 8 sections of Sociology questions about which classes students would like to take online, and which student services students would like to see, and additional comments on DE at LAMC. The survey results (click here) will be reviewed, analyzed, and suggestions made for improvement of both lamission.edu/online website and DE classes and the Program at LAMC. The assessment, evaluation and suggested improvements will be reviewed by DEC in early spring, and will also be included in the DE Program Review before
EPC scheduled for March 2015.

Myriam suggests that we use the etudes assessment tool to take a survey of students on which DE classes they would like to see offered, and assess the DE program and classes. Myriam worked up a set of questions (click here). Par agreed to create the etudes assessment, and David will then imbed it in each of the online/hybrid classes so we can get survey results by the end of the semester so we can review, evaluate, and plan for DE Program improvement. These survey results can also be including in the DE Program Review scheduled for March with the EPC.

3. **Discuss Article 40 and requirement for online pedagogy** The DE Chair discussed the new, updated Article 40 of the AFT contract does not require faculty to obtain an online pedagogy certificate as currently required at LAMC. *(see strike out draft)*. The DEC decided to remove the requirement but put in the statement "strongly suggested" in the “Steps to Teach Online". This change will be reported to the Council of Instruction by the DE Chair, and then the Chairs of the Departments can discuss at their by-monthly meeting council meeting.

4. **Discuss adding new non DL Member to the Committee per new Article 40**

The DEC discussed the new requirement to add a non DL faculty Member. Diana Bonilla is the DEC AFT rep, but the DEC agreed that she could also serve as the non DL faculty member to the DEC. Rod Austria, IT Manager is the Administrator required on the committee. the discussions.

5. **Discuss Etudes Summit and Training of faculty on new**

The DE Chair attended the recent Etudes Summit, and the new features of Etudes was presented at the Summit by the Etudes Director *(click here)*. The DE chair will make a presentation to faculty in the Eagles Nest, which will be recorded and published to faculty who cannot attend to assist in the training of etudes faculty with the new etudes features. .

6. **Discuss training of Department Chairs in evaluation of online faculty**

The DE Chair provided the shell review rubric and report on Anthro 101 class, approved recently by curriculum. The rubric used is from “Quality Matters”, and provides for annotation and notes in the “shell review” *(click here)*

DEC decided to target non only department chairs but all faculty who use etudes since it will be beneficial for faculty and will help them improve the content and delivery of online classes at Mission. DEC will request a training slot both at the Fall Flex Day activities and the “Spring Back” Faculty training day, and at other
times during the year. Also a presentation will be made at Council of Instruction, if convenient. Also DE Chair will post a video tutorial for use by faculty and chairs.

7. **Items from the floor**

The IT Manager recently attended a CISCO “Telepresence” demonstration of equipment than can capture video, etc. in the classroom, and could be used for webinars, possibly eCounseling, etc. DEC decided that several disciplines that have online classes, like Sociology, Business and Law/Paralegal would be interested in attending a demonstration or trying it out in their classrooms. The IT Manager will contact CISCO to set up a demonstration of the CISCO Telepresence system.

8. **DE Program Review**

This item was tabled for discussion in the next meeting (12/17/14). DE Program Review with the EPC is scheduled for March 2015. ([here are the questions and schedule](#))

**Meeting adjourned: 2:00 pm**

**Future Meetings – Fall 2014**

**Weds. 12/17/14  and any additional meetings as necessary**

@ 12:30 - 2:00 pm, Academic Affairs Conference Room