

DE COMMITTEE (“DEC”) MINUTES

Date of Meeting: - 12/17/14 Location: Academic Affairs Conference Room Time:
12:30 – 2:00 pm

Voting Members Present: David Jordan (Co-Chair), Myriam Levy (AS Rep), Gina Ladinsky (AS Rep), Vilma Bernal (AS Rep), Par Mohammadian (AFT Rep), Rod Austria (IT Manager)

Voting Members Absent : Diana Bonilla (AFT Rep), Dean – Academic Affairs (vacant) , Curriculum Dean (vacant) , AFT Rep (vacant)

Guests: Adrian Gonzalez (DSPS)

1. Update on Ecounseling

The DE Chair met with counseling a number of times over the last few months and reviewed a number of portals including google hangouts, CCC Confer, and other similar communications portals (there are over 80 such portals for video conferencing, and communications over the internet) to select the one which would have the following features – low cost, easy to navigate and use for both counselors and students, across mobile, ipad, android, pc and mac platforms, tacking ability, confidentiality, video conferencing, low bandwidth requirements, 24/7 help desk support, good support videos, materials and links, easy to schedule software to schedule meetings, follow up functionality, email notifications, all in one – single portal system, with no plugins required, customization features allowed.

2. On 11/18, Counseling and DE Chair tested the anymeeting portal successfully as a robust portal to use in ecounseling. Counseling decided to use this portal to commence a pilot project in January. A meeting with Anymeeting and Counseling was scheduled for 12-11-14 to discuss costs, features, customization, and support for the pilot project.
3. On 12-11-14, the DE Chair and Chair of Counseling, along with the Asst. Dean of Student Services, and the newly appointed Dean of Student Success, and counselors attended a video conference with anymeeting Mickey Richardson to both test the platform, how it worked, its features, costs, etc. The meeting was recorded and is located at <http://goo.gl/grWyi6> also see the extensive features provided by the anymeeting portal – <http://goo.gl/y2PACU> and a short video at <http://goo.gl/EGDFVi> The meeting was successful and the LAMC group decided to pilot the project in January. The details of costs, and deployment will be worked out over the winter session, and the group will meet using anymeeting portal to develop the ecounseling component of student services.

4. **Update on Student Success**

The DE Chair met with the dean of Student Success on 12-9-14, to discuss the matrix of student services. In the last meeting of the District DE Coordinators, each DE Coordinator was requested to fill in a student services matrix to determine the students services which are available online to our students in all of our sister colleges in the district (see matrix at <http://goo.gl/FuTFtY>). See Appendix C to the yearly DE report to the State Chancellor's Office (<http://goo.gl/4UMMLO>) Student Services, and the Dean will sit down with DE in January to fill out the matrix, and to plan and strategize how to implement and deploy new web based technologies to enhance online students services both for our online and on campus students at Mission.

5. **Update on Ask a Librarian** - Donna Ayers, chief Librarian took on the responsibility of checking out the costs of "Ask a Librarian" . She contacted her colleagues at our sister colleges who are using the service, received information, pricing, costs, effectiveness, and then she recommended we adopt it as a service for our library for our online and on campus student. She prepared a proposal with a description of the service, costs, benefits, and forwarded it to the VPAS – here is a copy of the proposal - <http://goo.gl/1Mch9Y>

6. **Update on Turnitin** – Par has been in contact with Turnitin to discuss adopting it for Mission. It not only helps with plagiarism but also peer editing of writing by students. We will discuss this with the Dean of Student Services, and see if we can seek funding to pay for this service. It will also be a great addition for our online and on campus students. (here is introductory video on turnitin - <http://goo.gl/B8H8KU>) This will also increase student success and retention in our online classes

7. **Update on lamission.edu/online**

In our accreditation report, it was recommended that the <http://lamission.edu/online> site be improved and made easier to navigate. Myriam had her Sociology classes conduct groups to review, and assess that site. The results were gathered - see <http://goo.gl/jvhQFc> This report has extensive findings which will be review and incorporated in a new design and functionality of the website for our online students. However, in the meanwhile, the site was updated to simplify it for use (see <http://lamission.edu/online>). A video tutorial to orientation to online classes was also posted at the site (see <http://goo.gl/tF3ewZ>) .

8. **Update on Student Surveys of Student Services and Counseling**

Myriam and Par developed survey questions for our online students which included an assessment on student services and counseling (see survey

questions at <http://goo.gl/3LHsA5>);. This survey was imbedded in the following online and hybrid classes – Fall 2014 and the survey ran from 11/30/14 to 12/15/14 (see <http://goo.gl/lmvMnD>). The results will be tabulated, and assessment results analyzed by both the DEC and Student Services. (here is a aggregate summary of those surveys (<http://goo.gl/B3Pq6Y>) and then improvements can be discussed. Also next go around of student surveys we need to involve student services more in working up the survey questions, and also OIE who has great experience with wording of survey questions for assessment purposes.

Review and Discuss 3 year DE Plan Template

The DEC reviewed the updated 3 year DE Plan template and grid see <http://goo.gl/bj3qt8> The DEC will continue to work on each one of the goals, and activities during the Spring semester.

The following progress has been made towards the goals of the 3 year DE Plan:

Goal 1 – Access & Preparation – 1.1 – a student survey was conducted and results will be further analyzed. – 1.1 ecounseling – Counseling, DE and Student Services will pilot the anymeeting.com platform during the January intersession, and will roll it out in the Spring 2015 semester. – 1.3 – ensure DE information is accurate. The survey results of the focus groups will be further analyzed and implemented in a new, updated web design at <http://lamission.edu/law> - 1.4 – improve online website - During the winter intersession – DE in conjunction with the Library will set up library guides for both Orientation to Online Classes and Student Services (see the progress of that project at <http://goo.gl/VWuFbe>.

Goal 2 – Teaching & Learning for Success – 2.1 – DE will provide an extensive program review in March to EPC – see progress on that at <http://goo.gl/Rs3WPm> - also more comparison between retention and student success needs to be made – see Fall 2013 retention-success of online classes compared to online – <http://lamission.edu/de/retention-success-fall2013.pdf> Strategies need to be discussed with Counseling, Student Services, Student Success, Department Chairs, DEC, faculty, academic senate, and EPC to employ in our online classes to increase the student success and retention. We need to add more video tutorials, and provide an orientation to online classes before students start their classes, early alert systems and intervention, tutoring, and the like to helps our online students succeed at a higher rate in their online classes.

Goal 3 – Organizational Effectiveness – 3.1 – establish systematic program review

and allocation process. This is our second program review with EPC as a program (see our previous program review 2012-2013 at <http://goo.gl/5PorVa>

DE has established three (3) – **Program Learning Outcomes**. They are

Technology: Introduce instructional technology that empowers the success of faculty and students in distance education

Instruction: Assist faculty with best practices for online student success

Support: Provide support to online faculty and students

We have not assessed the PLO's and will develop a strategy and methodology in Spring 2015 for assessing our PLO's to make progress towards this goal of our DE Plan. We have developed a DE Action plan (see <http://goo.gl/SDJsux>).

Coordinate with District and State Wide policies. The DE Chair attended the 2nd annual state wide DE Coordinators Conference in San Diego in June of 2014. Also the DE Coordinator attends the monthly DE Coordinators online conference (see <http://onefortraining.org/coordinators>) - One of the initiatives we need to follow closely is the CCC Online Education Initiative (see a PPT presentation on the status of this initiative – (<http://goo.gl/uE7Xjd>)

Adherence with ACCJC Guidelines on Distance Education - The DEC will formulate a checklist of the requirements and then review progress towards each guideline.

Meeting adjourned: 2: 30 pm

Future Meetings – Spring 2015

Weds. 12:30 – 2:30 pm Academic Affairs Conference Room

2/18/15

3/18/15

4/13/15

5/20/15

additional meetings as necessary