DE COMMITTEE (“DEC”) MINUTES

Date of Meeting:  - 2/19/14   Location:  Academic Affairs Conference Room    Time: 12:30 – 2:00 pm

Voting Members Present: David Jordan, Myriam Levy, Gina Ladinsky, Vilma Bernal, Carlos Garcia (IT Dept), Diana Bonilla,

Voting Members Absent: Dean – Academic Affairs (vacant), Curriculum Dean (vacant), Louise Barbato

Guests:  Paul McKenna (ITV), Adrian Gonzalez (DSPS)

Next Steps for implementation of the DE Plan.

The DECO (DE Coordinator-DE Co-Chair) reviewed the DE Next Steps to Implement the DE Plan – Spring 2014 (http://lamission.edu/de/DEP-next-steps.pdf) and members of the committee then volunteered to take responsibility for the different items, and report back to the DEC.

DE Surveys – The DEC discussed the need to administer a more specialized DE survey to DE Students to obtain detailed information to align student services, additional online classes and the overall effectiveness of online classes.

The DEC provided a sample of the Noel Levitz Priorities Survey of Online Learners (PSOL) which is a recognized survey of online students.

This type of survey will generate substantial information to evaluate the overall effectiveness of online classes and assist with the improvement of student support services. – here is a sample report http://www.nhcc.edu/~/media/Departments/InstitutionalEffectiveness/ReportNHCC2010PSOLSummary.ashx

Myriam Levy will be in charge of developing the questions, and will coordinate with Sarah Master and the OIE to administer the survey at the start of the Fall 2014 semester. The results will be analyzed, and evaluated and presented to the DEC by mid Fall 2014, and changes, based on the assessment will be implemented no later than the end of Fall 2014.

DEC Charter – The Charter of the DEC is based upon Article 40 of the AFT. Louise Barbato informed the committee that Article 40 has been opened for negotiation in the new contract. DEC agreed to delay the review, edit, and revise of the DEC Charter until Article 40 has been ratified. However, in the meanwhile, the DEC Co Chair will survey “Best Practices” DE Charters and these will be reviewed by DEC when reviewing Article 40 under the new contract.

One of the “Best Practices” DE Charter is from Ohlone Community College. Its goals are set forth below, and it will serve as a sample for the DEC to consider in its review of
Article 40 and its charter. adopting once Article 40 has been adopted. See below goals

Ohlone College DE Committee Goals: (see http://www.ohlone.edu/org/decomm/docs/decommcharter.pdf)

1. Promote quality teaching and learning in Ohlone’s online and hybrid courses.

2. Approve courses being offered either fully online or as hybrids (where part of the in-person scheduled class time is replaced by an online format) and forward recommendations to the Curriculum Committee.

3. Ensure online course design includes regular, effective contact per Ohlone’s Regular Effective Contact Policy (required by Title V) through the DE course approval process and faculty training in “best practices” in online education.

4. Assist with the design and development of faculty training to teach online courses.

5. Conduct periodic needs assessment so that faculty development and resources reflect current “best practices” for online education.

1. Provide stewardship along with academic departments to meet the intent of Accreditation standards.

Ad Hoc Committee DE/Student Support Services Committee (SSSC) - Student Support Services – Adrian talked with the VP of Student Services who confirmed the feasibility and gave the go ahead for DEC to recommend and initiate the steps to start such a committee.

DEC/Prof Dev/DSPS - Section 508 – Accessibility - Adrian Gonzalez of DSPS and the DECO will work on this action item, along with Chair of Prof. Dev. – trainings will be scheduled by the end of the semester to take place during summer, and fall semesters.

Mission Online Website Redesign – IT Dept. Carlos Garcia and the DECO will review and work on re-design of the Mission Online website to make it easier navigate, and to ensure documentation is clear and current.

DECO Duties and Responsibilities – The DECO will consult with DE Coordinators in the District DE Coordinators group to compare with the current duties of our LAMC DECO.

Meeting adjourned: 2:00 pm
Future Meetings – Spring 2014

3/19/14
4/16/14
5/21/14