DE COMMITTEE (“DEC”) MINUTES

Date of Meeting: - 3/19/14 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, Louise Barbato

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

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


2. **Update on Single LMS Feasibility Task Force** – The District DE Coordinators and the Task Force created a powerpoint on its report – see [http://lamission.edu/de/single-lms-study.ppt](http://lamission.edu/de/single-lms-study.ppt) and its recommendation was as follows:

   After extensive review, broad discussion and analysis of faculty and student survey results, the LACCD LMS Feasibility Taskforce concludes that a single Learning Management System (LMS) for the LACCD is feasible. The committee recommends to the Technology Policy & Planning Committee (TPPC) that the District systematically evaluate the use of a single LMS for the LACCD Colleges in consultation with all relevant constituencies. In light of rapidly evolving LMS technologies, such evaluation should occur concurrently with the Online Education Initiative’s (OEI) exploration of the adoption of a single LMS statewide. An advantage to the completion of this process is that the LACCD will be well positioned to make an informed decision regarding the OEI’s LMS selection.

   On Friday March 14, the Stakeholders of the District met to review the recommendation.

   This was the result: On Friday, March 14 at LA City College, the final report of the Task Force was presented to an audience of faculty and administrators. The attached PowerPoint and its embedded links to faculty and student surveys/results constituted the focus of the presentation, with additional discussions arising from the Q&A session.

   While the Task Force concluded that a single Learning Management System was technically feasible, the decision to implement a search and evaluation of various products would depend upon a variety of factors as yet ill-defined, including the changing LMS-vendors and LMS capabilities, the implementation of a state-wide Online Education Initiative (OEI), and future discussions by faculty as to the need, desirability, costs, etc., of selecting a single LMS. We advised that, given these
uncertainties, the decision should wait for clarification of the state OEI objectives before proceeding on a path that would include the issuance of a Request for Proposal and vendor presentations. We also agreed that faculty should have the dominant role in the decision-making process.

3. **DE Program Review** – The DECO presented a copy of the DE Program Review to the Committee, and it was discussed, reviewed, and integrated into the plans to complete the implementation of the DE Plan. The DE Program Review is located at – [http://lamission.edu/de/depr.pdf](http://lamission.edu/de/depr.pdf)

4. **Annotated Shell Review Rubric and Shell Review** – David and Vilma will work on updating the current “Quality Matters” Annotated Shell Review rubric so that it can be used in the review of the Bio 3 online course shell for adoption as a new online class in Spring 2014. Once the rubric has been edited it will be forwarded to the Dept. Chair of Life Sciences, and the faculty who will teach the online class to provide information on how the DE/Curriculum Tech Review will review and provide comments on the shell to the Curriculum Committee and to the Dept. Chair and faculty member, with the goal in mind, of creating the best online class experience for our students.

Vilma Bernal presented an update, edited shell review rubric. However, it needs to have some formatting to provide a 3rd column for comments. Carlos Garcia in IT will format it and email it back to Vilma and David for use in the shell review of Bio 3 which is scheduled to be taught online in Fall 2014.

note: subsequent to the DE Meeting, the Rubric was updated on 3-27-14 – see it located at [http://lamission.edu/de/shell-review.docx](http://lamission.edu/de/shell-review.docx)

DE/Curriculum Tech Review took place in early April. See the results of the shell review at [http://lamission.edu/de/bio3-review.pdf](http://lamission.edu/de/bio3-review.pdf). The Bio 3 class is an excellent addition to our online classes, and the instructor has met the high standards of excellence that the DE Committee promotes.

5. **DE Surveys** - DE Survey – The DEC discussed the DE Survey. The DECO provided a list of questions from Noel Levinson Online Surveys - a respected source see [http://bit.ly/1gBUMiK](http://bit.ly/1gBUMiK)  David, Myriam and Sarh, OIE will sit down and review the survey questions.

6. **SSSC Collaboration** – Discuss SSSC collaboration with DE, what is needed, how many students online, and how many are getting services, how do we distinguish a DE Student, and we need to provide this data to the SSSC to assist them in their planning to improve student services, especially counseling.
Meeting adjourned: 2:00 pm

Future Meetings – Spring 2014

4/16/14
5/21/14