DE COMMITTEE (“DEC”) MINUTES

Date of Meeting: 4/16/14  Location: Academic Affairs Conference Room  Time: 12:30 – 2:00 pm

Voting Members Present: David Jordan, Myriam Levy, Gina Ladinsky, Louise Barbato, Diana Bonilla,

Voting Members Absent: Vilma Bernal Curriculum Dean (vacant), IT Manager (vacant)

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

DE Plan – The DE Plan was reviewed by the EPC, and suggested edits, and revisions (non-substantial) were made to the DE Plan, and EPC in its regularly scheduled meeting of 4/14/14 approved the DE Plan, which was posted, with revisions at http://lamission.edu/de/dep.pdf

The DECO emailed the Academic Senate President, and requested that it be placed on the May Senate Calendar for review and approval, and the Academic Senate responded that such action would be taken. Once the DE Plan is reviewed and approved by Academic Senate on May 1, it will then be forwarded to College Council for review and approval either in its May 15th meeting or June 19th meeting, and upon approval will then be posted to the DE website, and to the lamission.edu website as one of the college planning documents.

Next Steps for implementation of the DE Plan

DE Action Items – The DEC reviewed, discussed, edited, and revised a comprehensive set of deadlines for each of the (10) actions items in the DE Plan. See deadlines at –
http://lamission.edu/de/de-action-items.pdf

Members/Unit Responsibilities

The DEC also assigned the charge and responsibility of the following Action Items to the following DEC members, or units

1. Ad Hock DE/SSSC - see below, Counseling, DECO, Lead 3 SP Director, STEM Director, DSPS, and IT
2. DE Survey – DECO, Myriam Levy, OIE (Sarah Master, Patricia Chow)
3. Regular Effective Contact Policy – Louise Barbato, Paul McKenna, DECO
4. Mission Online Website – DECO, Carlos Garcia (IT)
5. Curriculum/DE/SSSC – Said Pazirandeh (Curriculum Chair), DECO, Ad Hoc DE/SSSC Committee
6. DECO/Prof Dev – DECO, Marie Zaiens (LRC Director), Mike Climo
7. DE Charter – DEC, Louise Barbato (AFT Chapter President LAMC)
8. **DE/Prof Dev/DSPS** – DECO, Marie Zaens (LRC Director), Adrian Gonzalez (DSPS)
9. **DECO** – DE, DECO, VPAA
10. **DE Program Review** – DECO, DEC, EPC, VPAA

**Ad Hoc DE/SSSC Committee** - DEC recommended the formation of the Ad Hoc DE/SSSC Committee, identified the following members: Counseling, DECO, Lead 3SP Director, STEM Director, DSPS, and IT, scheduled the first organizational meeting for 4/22 @ 10 am (DECO to email all of the members to advise on details of meeting), and identified the charge of the DE/SSSC – “To improve access to counseling services for LAMC DE students.

**Online Counseling** - The DEC and Counseling Chair, in conjunction with the STEM Director are working on developing online counseling using two technologies at Mission. The STEM Director is currently piloting the use of these programs for counseling of STEM Director, and he will join the Ad Hoc DE/SSSC Committee to lend his experience and expertise in the matter. The two programs are CCC Confer and Askonline. CCC Confer.

CCC Confer is an e-conferencing service that allows its clients to see, hear, text chat, present and share information in a collaborative manner. Two or more people can conduct a meeting over the Internet using e-conferencing technologies to view a shared document, stream audio and/or video, use VoIP, or use a Web-based chat technology. A Presenter can present content over the Internet using a form of slide show presentation, Web-based chat and streaming audio and/or video. Attendees view the presentation by logging into the Web conference, and communicate with the moderator either through their phones or through e-based chat. The Presenter can interact with participants, view attendee lists and manage the communication during the event. This e-conferencing format offers real-time viewing and/or modification of shared documents and files through the Internet. No special software is required for any number of users to view a shared document. Collaboration answers the need for teams in disparate locations to be able to work together simultaneously on a shared document. Conduct an all-staff meeting with every college in your district, train new hires, launch a new project, communicate with students who aren’t on campus, continue meeting with committee members regardless of travel budgets--the possibilities for simplifying the business of education are endless.

The best part of CCC Confer--you don’t need to buy any equipment or software and you don’t need to invest any money to use it. All you need is your phone and an Internet connection.

All staff, faculty and administrators in the California Community Colleges system may use CCC Confer. CCC Confer is designed to allow communication and collaboration, using the latest Web conferencing technology.

ASKOnline is a Web-based platform that connects tutors with students via a Web interface, allowing students to seek help at any time and from any location. Students will now be able to
access tutoring from anywhere on campus and even from the comfort of their own home at a time that is convenient for them.

Designed by tutors, AskOnline is built with easy-to-use communication tools so students and their tutors or advisors can get to work quickly and efficiently. Each AskOnline system includes powerful scheduling, management control, and reporting capabilities.

**DE Survey** – The DEC identified the Noel-Levitz Priorities Survey of Online Learners as the model for the DE Online survey - see [http://www.nhcc.edu/~media/Departments/InstitutionalEffectiveness/ReportNHCC2010PSOLsummary.ashx](http://www.nhcc.edu/~media/Departments/InstitutionalEffectiveness/ReportNHCC2010PSOLsummary.ashx)


**Regular Effective Contact Policy** – The DEC reviewed a number of Regular Effective Contact Policies, including Mt. San Jacinto, Foothill, Chaffey, and Miracosta, and recommended that a policy be adopted in its next meeting on 5/21/14. Several members of DEC will make a detailed review and analysis and propose the details and elements of such proposed policy by 5/1, and forward it to DEC members for review, and then discussion and adoption of the policy by 5/21/14.

**Steps to Teach Online** – DEC and Curriculum have developed a set of steps to teach a new online class, and the link was posted to the DE website on 3/20/14 as is located at [http://lamission.edu/de/online-teaching](http://lamission.edu/de/online-teaching)

**Steps for use of Etudes in Student Evaluation of Online Instructor** – DEC updated the AFT contract – Student Evaluation form in November 2013 – see form at [http://lamission.edu/de/de-student-eval.pdf](http://lamission.edu/de/de-student-eval.pdf)

DEC also will post on 4/17 the set of steps for use by Department Chairs for use of the Etudes in Student Evaluation of Online Instructor the course evaluation of a DE course/class. See those steps at [http://lamission.edu/de/steps-student-eval.pdf](http://lamission.edu/de/steps-student-eval.pdf)

These steps were developed in collaboration with Etudes, and a pilot test has been recently completed in use of the student survey in Art 109 and with the collaboration of the Department Chair of Art, and the instructor of Art 109.

DEC will train Department Chairs and interested DE faculty on these steps, and also in using “Course Map” to block access to further assignments, tests, and assessments in the course, until the student has completed the Student Evaluation of Online Instructor Survey. This will increase the “student response” as students will not be able to complete further assignments,
quizzes, and assignments, until and unless they complete the confidential Student Evaluation of Online Instructor survey.

**Equivalency Cert for Online Instructor** – DEC reviewed the online teaching certification at UCSD and approved it as an alternative to the Online Pedagogy Certificate required for our online faculty.

**Online Education Initiative (OEI)** – The DEC discussed the OEI and how it would impact Mission College. Below is information on the OEI. Also the OEI stakeholders met on and their report (ppt) is located at [http://lamission.edu/de/oei.pdf](http://lamission.edu/de/oei.pdf) The DEC will closely follow developments with the OEI since it will have a major impact on DE education in the California Community Colleges and at Mission.

The Board of Governors of the California Community Colleges today (Nov. 12) awarded a $16.9 million competitive grant to a partnership of the Foothill-De Anza and Butte-Glenn community college districts to launch Gov. Jerry Brown’s groundbreaking Online Education Initiative for the state of California.

Building on the existing California Virtual Campus, a launch team is ready to begin work to develop a robust, one-stop statewide online education portal where California community college students can apply, register, and take online courses from participating colleges throughout the state.

The goal of the initiative is to increase the number of California students who obtain associate degrees and transfer to four-year universities by dramatically increasing the number of online classes available to community college students and providing those students with comprehensive support services to help them succeed.

Rather than independently creating its own courses and degrees, the Online Education Initiative will provide the funding, support and best practices for all California community colleges to offer high quality courses and programs through a statewide portal and common course management system, backed with an array of student support services. An Online Education Initiative Advisory Committee representing all community college constituency groups will provide oversight for developing the initiative, with the faculty playing a primary leadership role.

“This is a cutting-edge vision for California,” said Foothill-De Anza Chancellor Linda M. Thor, a nationally recognized leader in distance education. “I believe it will transform online learning for millions of community college students. It represents a unique moment and opportunity in California history to make good on the Master Plan’s promise of universal access to public higher education while also improving student success.”

Participation in the consortium of colleges delivering courses through the statewide portal will be voluntary, said Joseph Moreau, Foothill-De Anza’s vice chancellor of technology, a veteran technologist who will serve as the launch team’s executive dean.
“California community colleges have always led the state in online education,” Moreau said. “By bringing together the talent and expertise within our own system and building on the technological innovation in Silicon Valley, we believe we can create an online education environment that will exceed anything any of us can accomplish alone.

“Our aim is to give students in every corner of California seamless access to high quality courses at all 112 community colleges by building a world-class statewide online education ecosystem that supports student success.” A statewide system also has the potential to decrease operational costs by reducing overlap and taking advantage of economies of scale, he said.

The grant partners have recruited a launch team of community college veterans who will begin work on the project Dec. 1 while Foothill-De Anza and Butte-Glen hire a permanent staff. Moreau said he is meeting with technology companies in Silicon Valley and beyond to inform them about the project and exchange thoughts and ideas. In addition, Foothill-De Anza has been working with the Stanford Graduate School of Education to examine issues related to student retention and success online and intends to expand that partnership as part of initiative.

The state Legislature approved funding for the initiative earlier this year in response to Gov. Brown’s January 2013 proposal to allocate $16.9 million to increase online education in the community colleges. The California Community Colleges’ Chancellor’s Office developed the grant requirements and issued a competitive request in August for applications to develop and manage the project.

Demand for online courses is on the rise in California community colleges. In 2011-12, some 27 percent of all California community college students were enrolled in distance education courses, a 14.5 percent increase over the previous six years. In 2011-12, more than 50 percent of California community colleges offered at least one degree or certificate through distance education.

The grant begins Dec. 1. Governance committees and the permanent management team are expected to be in place by April. Planning for various operational functions of the initiative will occur throughout 2014. Colleges can sign up to offer classes through statewide portal at the end of 2014 and the portal will be operating by June 2015.

Funding of $16.9 million is authorized for the first seven months of the project, through June 30, 2014, with potential funding of $10 million annually for the next four years, starting in 2014-15.

Foothill-De Anza is a longtime leader in distance education and was the first in California to offer courses online. In recent years it has rapidly expanded its catalog of quality online courses to meet student demand, and currently offers 20 fully online degrees. Additionally, the district is experienced in online course development and open source learning management systems. The Online Education Initiative grant is the largest in Foothill-De Anza’s history.

Butte-Glenn is a leader in statewide education systems architecture and manages the California Virtual Campus for the California Community Colleges. The California Community Colleges
Technology Center at Butte has built a technical infrastructure and already delivers such critical elements as the college application, electronic transcript and electronic portfolio to millions of community college students each year. Additionally, Butte has 15 years leading and supporting the governance of statewide technology efforts and a successful process for recruiting districts into voluntary statewide technology partnerships.

See the press release from the California Community Colleges Chancellor’s Office for more information:
http://californiacommunitycolleges.cccco.edu/Portals/0/DocDownloads/PressReleases/NOV2013/PRESS_RELEASE_BOGrants_111213_FINAL.pdf

Meeting adjourned: 2:00 pm

Future Meetings – Spring 2014

5/21/14

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