1. **Welcome to new members**

   The DE Chair welcomed Par Mohammadian as a new member (AFT rep) to the committee. Par is currently teaching a Bio 3 class, hybrid (part online and part on campus) and is a very good addition to the DE Committee.

2. **DE Update on Rec #4 – ACCJC Follow Up Report**

   The DE Chair discussed the follow up report from ACCJC (5-13-14) on Rec #4 – which issued findings that the “College is working diligently to create a sustainable infrastructure for distance education”. This requires we follow a Distance Education Plan, assessment of the quality of online education, a systematic assessment of student learning in online classes, and online counseling and student services. The conclusion of the report is the DE Plan includes steps for sustained, long term progress towards the goals and objectives in the DE Plan. The DE Plan (2014-2017) has been posted at the DE website – [http://lamission.edu/de](http://lamission.edu/de)

3. **Review of Online Counseling**

   The DE Chair discussed the 4-22-14 organizational meeting of the AD Hoc DE/Student Success Services (SSSC) Committee which was commenced to work on developing and implementing online counseling, and student services for both on campus and online students. DE is working with STEM and Mike Fenton with their initiatives of implementing e-counseling. The STEM e-counseling approach is to have a 3 tier system of addressing different counseling and student services. The first tier could provide links, resources, materials, tutorials, or videos – a self-service approach, but tier 2 and tier 3 needs more individualized attention. STEM is using CCC Confer and Google Hangouts to deliver their online e-counseling. The DE Chair will meet with the Chair of Counseling to discuss the tier system approach of STEM to see if it can
also be implemented in online classes.

The Chair of Counseling would like DE to research and find a good software system to use with online counseling which could be used with the 8 Windows 8 tablets their full time counselors now are using, and which maintains security. The STEM approach with CCC Confer and Google hangouts does not seem to maintain the security. The VPSS says that there is a software being used by other colleges in the district and will get back to DE on which one, and we can then go forward with implementing it at LAMC.

4. **Review of 3 SP – Counseling, Assessment, and Ed Plans**

The DE Chair and Diana Bonilla worked to set up a temporary 3SP page with materials – it is located at [http://lamission.edu/de/3SP](http://lamission.edu/de/3SP)

The Counseling Chair has met 3 times with the VPSS, Title V, and Admissions to go over the sequence steps for 3SP and to adopt common language. Once the SSSC meets to review the 3SP language, DE will be invited to participate in the discussions.

5. **DE Survey**

DE will contact OIE with a set of questions (see Noel Levitz type of online survey @ [http://survey.noellevitz.com/index.cfm?personID=tst1697&sAction=login](http://survey.noellevitz.com/index.cfm?personID=tst1697&sAction=login)) for use in a focused, survey of our online students. The LACCD is conducting a student survey online, and OIE is holding off on doing this survey at LAMC to decide whether to add a few online questions for our online students. We need to conduct both surveys. OIE will be contacted and requested to go forward with the LACCD survey.

6. **Regular Effective Contact**

ACCJC issued a finding that the LAMC DE/Curriculum process meets requirements for regular and effective contact through the approval process of online classes. At this point, the DEC does not need to establish a separate monitoring system or policy for regular and effective contact. This can be reviewed also at a later date, following the updating of Article 40 in the AFT contract for 2014-2017.

7. **DE Website**

DE will work with IT on updating the lamission.edu/online site. The LRC librarian Sheila MacDowell reviewed the page and suggested the page be shortened, and
links on the left reduced. DE will implement these simple steps in the meanwhile IT will review for more substantial design changes to the page.

8. **DE Program Review**
   EPC will conduct a comprehensive program review of the DE Program on March 20, 2015. The DE Committee should review the comprehensive questions and suggest changes, and begin drafting responses, and prepare for the program review. Answers to the program review questions must be submitted to EPC by February 1, 2015. ([here are the questions and schedule](#))

Meeting adjourned: 2:00 pm

**Future Meetings – Fall 2014**

Weds. 11/19/14 and 12/10/14, and any additional meetings as necessary
@ 12:30 - 2:00 pm, Academic Affairs Conference Room