DE Subcommittee Minutes
November 7, 2016
9:30-11 a.m.
LRC 120

Chair: Kandace Knudson
Attendees: Elaine Ader, Frank Marlaret, Melodi Randolph, Brian Pogue, Angela Block, Deb Saks, Gwyn Tracy, Norman Lorenz

1. Review of minutes from last meeting
   a. No changes recommended.

2. Announcements and updates from relevant committees
   a. DE curriculum is almost finished for the semester.
   b. EIT has no substantive updates.

   c. District Ed Tech – There was extensive discussion at the last meeting regarding mobile device management. What would this look like within the district? The Ed Tech committee would like to know what individual campus roles would be. It is presumed that each campus will take a different approach.

   For instance, CRC is purchasing laptops to distribute to students. Could nursing at SCC do something in this regard? Would Chromebooks fill this need?

   Proctorio is an online test proctoring service being used by the OEI. ARC is doing a pilot program to test its use. We would like to do something similar at SCC and are looking for departments that are interested.

   d. LMS Coordinators & instructional development
   Canvas training and prep for transition is well under way.

   e. Academic Senate/College-wide initiatives – There is training taking place December 7th and 8th. Fred Wood presidential candidate has accepted the chancellor position at Contra Costa Community College District.

   f. DE peer review Flex (Flex 10/20 12-1 p.m.) – The flex session last week was well received. There was discussion about student reviews. For instance, feedback is being asked of students regarding efficacy of the student orientation to the DE course. It was pointed out that there is a discrepancy between online evaluation forms and the ones used on ground. For instance, one has fewer questions, and many of the questions do not match. Kandace will look into this matter.

Distance Education Committee Charge
 Coordinates college activities related to distance education, including curriculum, policies, best practices, course delivery and assessment, planning and implementation. Serves as a single point of contact for issues related to distance education for the college. The committee also provides input to the district-wide activities performed by various educational and information technology task groups so that college interests are included in the district decision-making process.

3. Online tutoring update and Online Tutoring: ASCCJC report review
   a. Discrepancy on whether all widgets are in place. Angela Block seems to be missing the widget. BP will follow up to make sure it is there. (Follow up reveals that initial request for widget was not made. Liz will advise on how to proceed.)

      There are challenges in tracking outcomes and effectiveness of NetTutor, but tutoring and DE are looking at usage. The implementation of this service is evolving. If NetTutor is not a good fit for a department, DE can help departments set up online tutoring for their specific students, and there is a room set up in the LRC specifically for online tutoring.

      Other than typographical errors, no changes were suggested to the ACCJC follow-up report.
4. Canvas Transition Update
   a. Official instance not ready as of this morning. It was supposed to launch on Oct 31. The delay was caused in part by late notice that campus-based course templates could be installed. Once the official instance launches, a template will be in place for faculty to use. Training is ongoing.

5. Program plan update
   a. A draft has been created. See attached. Main points of the draft discussed are:

      There is an increasing number of DE courses. FTEs in DE are increasing incrementally, and on ground are decreasing. See attached documents. Enrollment is also going up as is retention and success.

      There is hope that new faculty will participate in online training.

      There were questions raised regarding long-range goals of the district. We are unclear on where the district wishes to go with this in terms of a district-wide DE strategy. What does the creation of a DE division at ARC mean for all the campuses?

      What will staff development department's role be in terms of technology? There needs to be ongoing conversations between DE/ID/Staff Development.

      Unit Outcomes – Suggestion made to ask students why they *stay* in DE courses. Is it because they have support? Need the class? Possess a "Just do it" attitude? Are there differences in DI/non-DI?

      Ideas shared about how to do online readiness training. How to lay groundwork so students are able to receive some sort of training. How do we better prep them?

      Added Item – IT has secured position for student help desk temp employee. This will not be a tutor, but a temporary classified position. The person in this position will work with students on technology related issues (LMS, wireless, printer, general tech literacy issues).

      Distance ed should be integrated into the pathways planning. Kandace will attend the December 7 & 8 pathways training. DE course scheduling also needs to be integrated into this structure.

      Can we encourage faculty though stipends/sabbatical or other means to research additional tools/strategies/formats for DE? For example, can we encourage the conversion to online any of the chemistry labs?

Kandace is open to other suggestions on any item via email.

6. College strategic planning process: What broad areas should the college prioritize?
    a. Student enrollment.
    b. Evaluation process for online faculty
    c. DE planning and promotion
    d. How do we keep students through census? This is both a content issue as well as a technology/DE class.
    e. How large is our digital divide? We should have data on this going forward, especially with new president coming in. Suggestion that we question students during orientation as to how they are accessing course material (phone, computer, tablet, etc).

7. Next meeting: Meeting November 21 @ 9:30 a.m. in LR 120