Distance Education Committee Meeting Minutes
Monday, October 21, 3:30–5pm, Room 1096, TLC

Attendees: Francine Van Meter, Deirdre Scholar, Georg Romero, Carter Frost, Thomas Lightfoot, Barbara Durland, Isabel O’Connor, Dale Attias

Accreditation Team Visit: Standard IIIC (Technology Resources) and Distance Education
Both the TLC and Distance Education received commendations from the visiting team. The DE Committee worked very hard to address all the standards outlined in the DE Guidelines from ACCJC. The IT department also received commendations. Their work on student authentication through Colleague is directly related to DE.

Online Degrees: Francine and Caroline Jackson have been working collaboratively with the Program Chairs from Public Safety and Business in designing a strategy to offer students an Online Degree option. The goal is to have the programming done in the Degree Audit system which will populate into Student Planning, which will be available for students to use via WebAdvisor in Fall, 2014. We both thought it prudent to start with one degree option from Criminal Justice and Business to pilot for Fall 2014. The rationale was based on selecting a degree for which we already have ALL courses available online; both the major and GE pattern. That would be the AA in Law Enforcement, and AS in Business. Program Chairs will help to ID core courses for major and the terms they will be offered (e.g. each term, every fall term, every spring term, etc.). Then take to Curriculum Committee as an information item, map out course availability/sequence, include reference in catalog (e.g. “This degree can be achieved online.”) and on DE website, then do the actual programming into Degree Audit summer 2014. Once we have a workflow established and all the bugs worked out, inputting additional degrees into WebAdvisor should go smoother. Dale suggested offering certificates online in these areas in addition to the degrees. Deirdre mentioned the GEOG 1L course will also be offered as an online/hybrid option Fall 2014 if she gets the course written in time. This course provides another GE option.

The committee reviewed Student Satisfaction Survey Results (administered by CCCCO) from Fall 2012. The report was submitted to participating colleges in July, and each participant received both statewide results (n=14,894) and their own college results (n =327). Both surveys are linked on the DE Committee website. Generally our DE students’ responses were in line with statewide responses. Our demographics are a bit different, with more part-time than full time students enrolled in DE courses. We also have a slightly higher number of students in the 45-54 age range. Five percent more of our students have previously taken an online course (45%), and 59% of that group took an online class at Cabrillo. Most students take DE courses to meet degree requirements, improve job skills, and it’s convenient for their schedules. The majority of students in an online course use a discussion board (87%) and agree the teacher was an active member of the discussion group. Over half of Cabrillo DE students surveyed agreed the online class experience has helped them improve written communication skills, and 82% indicated there was a clear human presence of the instructor in the course. Just over 90% agreed the DE course met their learning needs.

Additional Fall 2013 Meeting Dates
Monday, December 2, 3:30–5pm