Distance Education Committee Meeting Minutes  
Monday, September 23, 3:30–5pm, Room 1096, TLC

Attendees: Francine Van Meter, Isabel O’Connor, Barbara Durland, Veronica Lundquist, Ed Parrish, Rachel Mayo, Thomas Lightfoot, Georg Romero, Nancy Stucker, and Deirdre Scholar

1. Discussion related to academic integrity: online paper mills, “math genius” for hire, and various other methods students use to cheat. Ed cited a NY Times report that indicated a large percentage of the students surveyed in the report admitted to cheating. Francine stated an NBC news report last May revealed 63% of students surveyed admitted to cheating. Ed brought up a good point; technology makes it so easy to look things up, culturally students often don’t see this practice as a problem. We talked about timing/randomizing questions, variety of assessments techniques, etc.

2. Fall 2013 Blackboard Update
   a. Online, hybrid, and web enhanced: 560 course sections (300 sections in fall 2011)
   b. 398 faculty accounts (263 instructor accounts fall 2012); 9,325 individual student accounts
   c. 79 sections OL, 20 OL hybrid; 3,143 enrollment in OL coded courses
      Isabel suggested Bb shell request deadlines be sent to Belem to include in the all faculty checklist of tasks to complete.

3. DE @ Cabrillo — Program overview and what the Accreditation team may (or may not) ask about
   a. Reviewed DE Committee membership
   b. Statewide DE Student Satisfaction survey results will be reviewed at October meeting
      i. Statewide – 14,894 responses; Cabrillo – 327 responses
      ii. Age 18–34, and 69% female
      iii. High level of satisfaction with DE learning activities, opportunities for interaction with instructor and individualized attention
      iv. Areas for improvement: timeliness of instructor feedback, encouraging students to discuss ideas with other students
   c. Since 2007: Two DE program plans approved, annual DE reports to Board, revised the faculty evaluation process, including the student evaluation of an online instructor (in CCFT contract), participated in the statewide “W” Survey and Faculty and Student satisfaction surveys (administered by CCCCO), evaluated the DE Degree matrix, require training for all Blackboard accounts and new DE instructor orientation in addition to new DE course review process, and DE clause is included in the Student Rights and Responsibilities Handbook related to academic integrity.

4. Committee reviewed questions Accreditation Team may ask:
   a. Characteristics of our DE students, evidence of achievement of SLOs in DE, the college’s DE goals and outcomes (included in DE Program Plan), as well as evidence of DE planning process and how we dialog about DE.
   b. We talked about support services available for students & faculty (TLC, ILC, MLC, Writing Center), measures for quality improvement in DE courses: success and retention and the SLO assessment process.
c. Also discussed how we verify students in our courses through Colleague. All online courses must be run through Blackboard or CourseCompass (Math only).

5. Evidence includes a separate curriculum approval process for DE courses, BP 3700 and AR 3700 Distance Education, “I affirm” message on Blackboard login page, Blackboard helpdesk support for students and faculty, the DE Faculty Handbook, Student Rights and Responsibilities Handbook, and DE website, which also includes the student complaint process. Student resources include: orientation, How to be a Successful Online Student video, online advising, financial aid, tutoring, and Library resources.

6. Looking ahead, we have some decisions to make regarding the State Authorization and Reciprocity Agreement (SARA) related to serving out-of-state students. Initial discussions indicate we will block enrollment in DE classes for the small number of out-of-state students until the Chancellor’s Office works out an agreement that is manageable by most CC’s.

7. Our Administration is looking at marketing online degrees. We already have a Substantive Change Proposal in place the references a transferrable AA Degree in Liberal Studies, and degrees in Accounting, Business, Public Safety (Criminal Justice), and Digital Media. Carolyn Jackson reviewed the degree matrix last week and it currently provides an online course option(s) in all GE Areas except Area E, Foreign Language, which can be met with 2 years of high school language courses.

There are staffing issues related to expanding the DE program: help desk hours are currently limited, and additional support for Bb management needed if multiple online courses are being developed in a short period of time.

Course offerings need predictable availability and a formalized online orientation for students is needed. One option is to treat the degree program like a learning community, providing specialized support to both the students and faculty as a cohort group. Do we want to explore a basic skills online writing class as recommended prep? Mt. San Jacinto College has an open source basic skills writing MOOC we can have; perhaps administer through Extension so high school and re-entry students can brush up on writing skills before taking assessment test.

There was some discussion about an application process for incentives for faculty to convert courses for DE delivery. Also, what courses would round out an online degree? Carolyn Jackson provided some ideas prior to the meeting, including adding sections of ENGL 2, COMM 10, GEOG and METEO labs, MATH 152, MATH 12, TA 9, AND HS 15.

In addition to incentives for creating new online courses and learning online pedagogy, many faculty who currently teach online would benefit from a program that funds opportunities to learn new technologies and advance their online teaching skills. Funds could be used for a multi-tier approach to faculty development.

DE Committee members (and Instructional Administrators Council members) are asked to go back to their constituencies and discuss what courses would provide high yield (enrollment) options for a degree program in the areas mentioned in the Substantive Change Proposal. At the October meeting, we will review the first draft of the list.

Remaining Fall 2013 Meeting Dates
Monday, October 21, 3:30–5pm
Monday, December 2, 3:30–5pm