Attendees:
Francine Van Meter, Georg Romero, Rachel Mayo, Deirdre Scholar, Nancy Stucker, Shawn Houghton, Cheryl Chaffin, John Govsky

NEXT MEETING: Monday, October 29, 2012, 3:30–5pm in the TLC

Accreditation (Rachel)
Rachel described the importance of the accreditation process, and that DE has a separate set of published guidelines used by the visiting committee to evaluate the efficacy of DE in each of the standard areas. Francine stated that the current DE Plan and Review (approved by the DE Committee spring 2012) needed to be updated with new program outcomes for 2012–14. For example, Cabrillo needs to have a Board Policy about student authentication. It would describe how authentication into our learning management system is verified through Datatel. Registered students are enrolled in a Blackboard section that corresponds to their registration status.

Rachel asked if DE questions provided in the DE accreditation guidelines need to be answered in all standards. Francine understood that reference can be made to the DE Program Plan and Review, and areas where DE is specifically referenced, more detailed descriptions will be provided. Those areas include Standard IIA, Instruction, and Standard IIIC, Technology Resources. Francine will seek to get confirmation on that.

Online Writing Lab (aka OWL) (Cheryl)
The Online Writing Lab will continue to provide services to distance students. Cheryl explained there were many cut-backs to the Writing Center, and staff on leave. The Writing Center LIA’s are now responsible for OWL papers. Continuing to provide writing services has been problematic. There may be changes in hours and an extended waiting period for the return of papers. Students should be prepared to submit papers with at least several days lead time, and not expect a same day turnaround. The continuation of OWL is good news for students and provides access to online learning resources on par with the same service on-campus.

Open Educational Resources (aka OER) (Francine)
In an attempt to cut college textbook costs, two pieces of legislation have been approved and are waiting for the Governor’s signature. (Note: He may opt to veto them.) SB1052 establishes an open education resource council with 3 appointees each from UC, CSU, and CC Academic Senate. They would oversee the creation of a digital library (SB1028) which would function as a digital repository for textbooks, videos, and other instructional materials, available to all colleges. The original cost was quite high ($25M) but has since been reduced to $10M for producing OER textbooks. They hope to sweep money from an old Governor’s Scholarship Program.

Gates Foundation MOOC Request for Proposal
MOOC stands for massive open online courses. Stanford developed one of the first systems called Coursera. There are up to 400,000 people in these courses, from all over the world. They were developed based on machine-based analytics with limited instructor involvement. They differ from traditional online courses in that there is limited instructor/student interaction, and more emphasis on peer-assessment, less on grading. Courses are offered for free for anyone who wants to sign up. There are a lot of video recorded lectures. Read the Inside Higher Ed article, Elite Universities' Online Play
The Gates grant would pay $50,000 per course for development of a new course, and the CCC’s may want to partner on a basic skills pre-assessment course for students taking English. It would be a foundation development course that helps students get their skills up to speed before taking an assessment test for English placement.

**Distance Education 2011-12 Annual Survey**
Francine will be submitting the DE Annual Survey to the Chancellor’s Office this week. The survey asks about course development, faculty and student interaction, student authentication, student retention, and state authorization.

**State Authorization Update**
This is a follow up to an agenda item discussed last spring. The Department of Education is not going to enforce state authorization for out-of-state distance students. However, there is a relationship to accreditation, in that institutions are required to be in compliance with state laws. If a state has a law that says you need permission to provide an online course to a resident, you must get it. This also applies to a faculty member who resides in another state. So California recommendations to seek state authorization are still in effect. It’s important to note, some states charge large fees, others require mounds of paperwork, and a few require a site visit. Most states do not require anything beyond an email authorization. We have until 6/1/2014 to put forth a good faith effort to comply. In the meantime, the Chancellor’s Office is still trying to work on a state-to-state reciprocity agreement, known as SARA.

The Directory of State Authorization, Agencies and Lead Contacts is located at [www.sheeo.org/stateauth/directory.pdf](http://www.sheeo.org/stateauth/directory.pdf) The suggested process to secure authorization is:

1. Contact PRO; who are the students and what state are they a resident (military and athletes don’t count)
2. Use a spreadsheet to indicate status (pending or approved)
3. Contact the states
4. Create a state authorization directory and folders for each state to archive approval docs
5. Report status of state authorization to administrator

**Student Complaint Procedure**
The college must provide contact information for students who have a complaint related to distance education. Contact information is on the DE website, and has been used in the past by students with a complaint, but a more specific link description should be added.

**Student Authentication**
Dan Borges, Barb Durland, and Francine are working on a Board Policy describing the process we use for student authentication. Our student authentication to Blackboard is done via Active Directory, which is linked to Datatel. Registered students are only entered into the course sections they are enrolled in.

**Blackboard Mobile Learn App**
With Ed Parrish’s help, Francine is working on a course model for mobile delivery. This Blackboard section would be accessible and functional from multiple display devices, desktop, iOS, and Android.

**How are your online classes going? Discussion**
There was some discussion about assessment settings in Blackboard and the evaluation process for online instructors. The TLC will assist with individual questions about Blackboard functionality. The faculty evaluation process was established by the CCFT/DE Task Force and related documents are on the [DE Committee website](http://www.decommittee.org). Francine recommended faculty provide their team leader a specific week(s) lesson to review which typifies how the entire course is conducted. That way the evaluator doesn’t need to look at the entire course. The [evaluation standards for hybrid and online courses](http://www.decommittee.org) provides a guide for evaluators.