DISTANCE EDUCATION COMMITTEE MINUTES
Monday, September 26, 2011, 3:30–5pm, Room 1096, TLC

Attendees: John Govsky, Nancy Stucker, Veronica Lundquist, Francine Van Meter, Kip Nead, Ed Parrish, Letitia Scott-Curtis

DE Committee Membership
The College is updating the Governance Manual to reflect changes in committee membership. The DE Committee amended the membership to include a Faculty Senate appointed rep from Counseling and Education Services. This division teaches DE courses. See revision below:

- Distance Education Director (Francine)
- Vice President, Instruction or designee – Chair (Renée)
- Two Deans (appointed by Instruction Council)
- Six distance education faculty, one representing each Division, selected by the Division, and appointed by the Faculty Senate
  - BELA (Letitia Scott-Curtis), HASS (Rory O'Brien), HAWK (Shawn Houghton), NAS (Ed Parrish, Veronica Lundquist, alt), VAPA (John Govsky), Counseling and Educational Support Services (tbd)
- CCFT representative (Nancy Stucker)
- CCEU representative (Kip Nead)
- Information Technology representative (Barbara Durland)
- Library/Learning Resources Director (Georg Romero)
- Curriculum Committee Chair or designee (Dale Attias)

Bb Update
A letter went out to all faculty who taught in Blackboard in the past year, outlining the transition process to the new system. Faculty who currently have courses in CE8 need to designate what sections they will be using in the spring and summer and will have them converted to the new system. An information sheet titled, “Getting Started with a Course Moved from CE8” was also included in the packet. It outlines the changes in 9.1 and what faculty need to know, and what to do, once their content is moved over. They were also directed to the Blackboard Upgrade website which contains the workshop schedule (over 30, 2-hr workshops) and video and print resources on the new system. Seventy-seven faculty have participated in training this year on Blackboard 9.1.

Student Authentication
According to the Chancellor’s Office, and in response to Department of Education concerns about financial aid fraud, all colleges should have an authentication system with password protection to their learning management system. Access to Blackboard is through secure credentialing (login/password). Student accounts are tied to Datatel. The College should continue to stay abreast of additional authentication approaches as the technology evolves. We should also have an authentication policy in place (approved by the Board) that states we indeed provide secure credentialing. Tama Bolton will be invited to answer questions about student privacy and authentication via Datatel. Faculty also need to be cognizant of dropping non-participating
students before census. Regular/effective contact, including early assessment strategies, is important for monitoring student engagement.

Access charges
The Chancellors Office convened a task force to look at the issue of collecting fees for publisher online content. Francine states the task force doesn’t like the idea of access charges, however, cannot afford to “develop the rich materials that publishers can and really want students to have access to them.” Francine said that a recent SF Chronicle article misrepresented the situation. The Task Force still wants to look at any legal issues for charging an access fee and also determine if we really want to give up that material. Francine added that it would take faculty members 100’s of hours to develop the information themselves. The Chancellor is still looking at these issues and trying to come up with something workable. Access fees may apply to several current math courses. Access fees can be charged when there is a tangible lasting value to the student.

State authorization
“New federal regulations may require the California Community Colleges to register or apply in other states and seek their approval to offer instruction in their state to students.” This would pertain to students enrolled in DE courses and other programs. “Institutions are expected to comply in each state in which they operate by 7/2/12,” or minimally show proof that they are applying in a state by 7/1/12. Francine clarified that we are a vendor in a state when we are providing services to anyone in that state, and different states have different ways of working with vendors. She added that if we don’t comply, financial aid may be in jeopardy for the entire institution. Some colleges are running reports to determine how many students from out of state are taking DE courses at their college. Rick will pull data around census report date (before November) to determine how we are going to proceed.

Update DE Program Plan
The DE Program Plan needs to be updated for 2012–2014. The 2009–2011 DE Plan guided the completion of many action items. These include more training in online pedagogy and strategies to improve success and retention in DE courses, DE Committee membership update, improving support for our learning management system, improving communications with all faculty regarding DE-related issues locally and statewide, establishing a faculty evaluation checklist for DE courses, working with CCFT to amend the contract to include better language on regular/effective contact, moving the student evaluation of an online instructor to a web-based survey, developing a “new faculty” letter describing instructional technology services and the DE program, and working with Curriculum to help bring hybrid courses into compliance with the curriculum process.