LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, OCTOBER 26, 2012
10:00 AM, Room 2410 and CCC CONFER
MINUTES

LPC Members Present:
Scott Vigallon (TLC-Classified; co-chair)
Richard Dry (ALSS; co-chair)
Howard Blumenfeld (STEMPS)
Bobby August (STEMPS)
Deanna Horvath (ALSS)
Frances Hui (ALSS; Library)
Marilyn Flores (Dean)
Chris Lee (Student Services)
Janice Cantua (Admissions & Records)
Jane McCoy (ALSS)

LPC Members Absent:
Vicky Austin (Adjunct Faculty)
Gina Webster (BSBA)
Javi Pinedo (ASLPC)

Guests:

AGENDA:

I. **Call to order:** The meeting was called to order by co-chair Richard Dry at 10:04 a.m.

II. **Approval of minutes from Sept. 28 meeting:** Chris motioned to approve the minutes, Deanna seconded. Minutes approved.

III. **Nov./Dec. meeting date:** Since the campus will be closed on our meeting dates for November and December, Scott recommended that the committee meet either Nov. 30, which is the fifth Friday of November or Dec. 7. The committee, which typically holds just one meeting for Nov./Dec., will meet Nov. 30.

IV. **Updates**

- **Committee makeup for this year:** At the September meeting, the committee asked Scott to ask if it is OK to keep Howard as the voting member and have Bobby vote if Howard is absent. Melissa indicated that she believes this is fine, but said she'll look into it further.

- **MOU on DE evaluation:** An MOU was sent to faculty on Oct. 3 detailing the new evaluation procedures agreed upon at Convocation. The first training for evaluators on the new procedures took place this morning. Scott wanted to clarify the second bullet point that says "Specifically, the meeting shall include a three hour "tour" of the course site wherein the evaluator shall be able to observe the class with the division of time between the tour and the observation to be agreed to by the evaluator and the evaluee." Jane explained that of the 5 hours total that the evaluator gets paid for, 1 hour is for the writeup, 1 is for the follow-up meeting to discuss the evaluation, and the remaining 3 hours are divided between the tour and the observation. The hours spent doing the observation are to be completed within a 24-hour window. Richard suggested the sentence should begin: "Specifically, the meeting plus observation shall include…" Jane said she would bring this suggestion to the FA executive board.

- **Committee requests from last meeting:** Regarding the committee's request to share DE best practices during a breakout session at Convocation, VP Noble said she doesn't yet know if breakout sessions will be included again, but if they

are, she will recommend that a session be included. Regarding the request to report the positive aspects of DE, she said we can have 10 minutes at the November town meeting.

- **College mission statement and DE:** During the second half of the October town meeting, Scott gave input from the DE perspective on the proposed new mission statement in the breakout group he attended. To meet the accreditation guideline that states that we need to show evidence that DE was considered when creating the mission, and to help ensure that the Substantive Change Proposal requirement of evidence of a clear relationship between DE and the mission be met, photos were taken of the session and of the posters mentioning DE. Marilyn said that her group discussed DE, also. Jane said she discussed DE during an agenda item at a College Council meeting last week.

  VP Noble said she would recommend to the Planning Committee that the proposed mission statement be sent to the DE Committee and all others for input.

- **Courses spanning semesters:** District ITS was asked about the possibility of adding a checkbox in Banner that would selectively activate the input of students into Blackboard on a course-by-course basis, while still having the option to Select All to globally activate the process. This would enable Scott to put students into courses such as Chris' PSCN 25 in December while inputting the rest in January. District ITS replied that it will work on this, and Scott received an email Oct. 24, confirming that work began that week.

V. **DE vs. Correspondence courses – Regular effective contact policy:** The draft policy was presented to the Curriculum Committee on Oct. 8, and the committee approved it on Oct. 22. On Oct. 24, Scott presented it to the Academic Senate. Jane said that the FA Executive Board is reviewing the policy.

Scott mentioned that the next task is to get instructors, particularly hybrid instructors, to adhere to the policy, especially the part that says regular effective contact must be conducted at a distance. Faculty members on the committee said that they have spoken about this at their division meetings.

VI. **DE presentation at town meeting:** During the 10-minute presentation, a video of Richard's students will be shown that extols the virtues of DE. Scott will present the latest success and retention rates, along with student satisfaction survey results. We're hoping to have one of Richard's students speak, also. If that doesn't work out, Javi found a student who is willing to speak. The committee previewed the video and the presentation. Discussion centered around what exactly Scott should be presenting. The committee suggested that some slides be revised and some be added with data from the institutional researcher.

VII. **DE faculty survey:** Scott drafted a survey that he sent out to the committee Oct. 8 and asked for feedback. Based on feedback, he added two answer choices to question #3 and also added a new question #6 about student verification. He showed the committee the updated survey. The survey will be sent to online and hybrid instructors in the next 2-3 weeks. Scott asked that faculty on the committee encourage faculty in their divisions to complete the survey, which should only take roughly 5 minutes. Frances volunteered to contact the bookstore and president's office for any giveaways we could offer as an incentive for completing the survey.

VIII. **Student complaint process requirement:** The state chancellor's office is recommending that all colleges adhere to the state authorization stipulation that says: "The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or

agency that would appropriately handle a student's complaint." The committee viewed a couple of examples, and Scott said he would draft a web page to show the committee next meeting.

IX. **DE accreditation guidelines evidence:** The committee brainstormed 2 items relating to Substantive Change.

X. **Online tutoring:** Ask an English Tutor has been launched. This allows students in any course to get Writing help by email. Students can email their questions and/or paper as an attachment to LPCEnglishtutor@gmail.com. All Blackboard instructors have been asked to alert their students about this service. Marilyn suggested creating a banner to put on the LPC home page as a way to advertise the service.

XI. **Program review/planning proposal:** Scott asked the committee how the Non-Instructional Program Review for the TLC, which includes Distance Education, fits with this proposal. He was informed that the latest iteration of the proposal includes NIPR in the process. No further discussion on the topic was necessary.

XII. **Online success course:** On Oct. 1, Scott discussed the committee's proposed .5-unit course on how to be a successful online learner with VP Rodriguez and counseling instructor Joel Gagnon. The course proposal and course outline were sent to Joel, who will attempt to shepherd it through Curriculum. Chris asked where the FTEF to fund this course was coming from. No answer was forthcoming, though Scott said that the committee, when proposing the course, was fully aware that it might not be offered until the budgetary climate improves.

Marilyn asked if we have prerequisites for students that must be fulfilled before they can enroll in an online course. The committee has discussed this several times over the years and has decided not to pursue prerequisites. Marilyn said at her former college, a computer proficiency requirement was programmed into the student information systems, and students had to pass this requirement before registering. Scott was asked to find out if other colleges have such prerequisites and to bring back information for further discussion next month. The committee also discussed the possibility of offering the course freely as a MOOC.

XIII. **Policy for installing building blocks to Bb:** Due to time considerations, this issue was tabled.

XIV. **Student authentication:** Due to time considerations, this issue was tabled.

XV. **DE drop policy and Summer term:** Due to time considerations, this issue was tabled.

XVI. **Academic honesty addition:** Due to time considerations, this issue was tabled.

XVII. **Next meeting:** Friday, Nov. 30. This meeting will be held from 10-12 in Room 2410 and on Confer.

XVIII. **Adjournment:** The meeting was adjourned at 12 p.m.