LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, APRIL 26, 2013
10:00 AM, Room 2410 and CCC CONFER
MINUTES

LPC Members Present:
Scott Vigallon (TLC-Classified; co-chair)
Richard Dry (ALSS; co-chair)
Chris Lee (Student Services)
Jane McCoy (ALSS)
Howard Blumenfeld (STEMPS)
Vicky Austin (Adjunct Faculty)
Stephanie Suarez (ASLPC)

Frances Hui (ALSS; Library)
Marilyn Flores (Dean)
Deanna Horvath (ALSS)

LPC Members Absent:
Bobby August (STEMPS)
Gina Webster (BSBA)
Janice Cantua (Admissions & Records)

Guests:
Minta Winsor (Chabot)
Lisa Ulibarri (Chabot)

AGENDA:

I. Call to order: The meeting was called to order by co-chair Richard Dry at 10:03 a.m.

II. Approval of minutes from March 22 meeting: Frances motioned to approve the minutes, Vicky seconded. Minutes approved.

III. Updates

- **Substantive Change Proposal:** Contrary to what was stated last month, there will be no teleconference May 9 with the ACCJC Committee on Substantive Change. That's the day our proposal will be reviewed. The ACCJC will notify us by letter if the proposal is approved or if more information is needed. In 2010, we had to submit more information.
- **Publisher building blocks guidelines:** The guidelines approved by the Academic Senate on April 10. They have been posted to the DE Committee web site.
- **DE waitlist:** Chabot's COOL committee has yet to discuss our committee's proposed change to the automated email sent to waitlisted students.
- **State authorization:** A meeting was held April 16-17 in Indianapolis among a few national organizations working on a proposed State Authorization Reciprocity Agreement (SARA). Progress reportedly was made. The plan regarding fees is: Institutions participating in SARA will be charged a yearly fee on a sliding scale based on overall institutional FTE: $2,000 for those less than 2,500, $4,000 for those 2,501 – 10,000, and $6,000 for those more than 10,000 FTE. Due to the current high variance in how "distance education" enrollments are counted, overall institutional FTE is the current proposed metric. The committee discussed the LPC's process of determining, and confirming, how many out-of-state students enroll in DE classes. In a nutshell, the DE coordinator contacts the institutional researcher each semester, then the researcher contacts A&R and District ITS asking for data. If any students are identified, the DE Coordinator contacts those students to verify whether or not they are living in California while taking DE classes. The committee did not think the DE coordinator should be contacting students and voted (Jane moved, Chris seconded) that it is not the DE Committee's responsibility to confirm student residency.

- **Recent online learning developments in California:** Several amendments were made recently to SB 520, the bill that would allow online courses from unaccredited providers to count for credit: 1) Public money would be prevented from going to private companies and would make it possible for colleges to develop their own online courses (probably MOOCs) without being forced to turn to outside providers; 2) Decisions will no longer be in the hands of the 9-member council (3 from each higher ed system in CA). Instead, the UC president, the CSU chancellor, the chancellor of the CCCs, and each system's respective academic senate will oversee the administration of this online learning effort; 3) Each outside course will have a faculty sponsor who works in the CA public higher ed system; 4) Outside courses that have been reviewed and recommended by the American Council on Education will no longer be given preference.

  San Jose State is increasing enrollment in two of its MOOCs for the Summer session, expanding from 100 to 200 in the remedial Math and Algebra classes and from 100 to 1,000 for the Statistics class. Two new courses are being added for the Summer, Computer Science and Intro to Psychology, both of which 1,000 each. SJSU is also piloting the use of the MOOC platform for "blended" classes. It will incorporate 3-5 new courses from edX into its local curriculum in the Fall. These classes include courses in Humanities and Social Sciences are will be part of its flipped classroom experiment. Vicky explained the concept of the flipped classroom to the committee. Chris said she was at a seminar recently at SJSU and asked how testing is handled in MOOCs. SJSU uses one of the web proctoring services that have sprouted recently in which proctors keep an eye on students via webcams during exams.
- **OCDP participation:** An email was sent to LPC faculty on April 22, soliciting participation in the Fall version of the Online Course Development Program. The email contained details as outlined by the committee in March.

IV. **Board policies on DE:** Marilyn, who is working with the district group to revise board policies, said the language from the two draft policies and procedures our committee and Chabot's COOL committee developed will be inserted into a new DE policy and new procedures the group's consultant is working on. Because no DE policy or procedures currently exist, the consultant is using a templated document from the Community College League containing Title 5 and Ed code language as a starting point. When the consultant is finished, a draft will be sent to the Academic Senate for review. So the Senate has more background info, the two draft policies and procedures our committee and Chabot's COOL developed have been sent to that body. Scott attended the April 24 Senate meeting and asked that whatever changes are made by the district group be sent back to our committee for review. Jane mentioned that she took our draft policy and procedures on student authentication to the FA, which had no problem with it.

V. **Class-Web page for DE students:** Based on the committee's suggestions from the March meeting, Scott revised the mockup and sent it out to members. Of the members who replied, all approved the changes. That mockup was sent to Chabot's COOL committee for review, and its members suggested further changes. According to Minta Winsor from Chabot, its committee thought having students click Agree or Disagree would be problematic because it would indicate that the student could disagree, still take the course and perhaps not adhere to our student conduct policy. Therefore, Minta rewrote the end to include Yes and No radio buttons and a Submit button, and include this statement at the bottom: Your selection above will not impact your registration status in the online or hybrid course, but if you select "No", it is recommended that you view more details about online and hybrid courses and possibly consider enrolling in a regular, on-campus course instead. The LPC committee liked these changes, making only two minor changes: moving the comma after No in front of the end parentheses and removing the word "possibly". Minta said Chabot would be comfortable sending the page on to District ITS. Scott will do this after making those changes. It was reiterated from last month that ITS be asked

to ensure the ability to match students' answers with their grades to see the relationship between the answer and student success.

VI. **August meeting date:** The regularly scheduled August meeting date, the 23rd, falls in the first week of classes. The committee was asked if it still wanted to meet on that date or push back the meeting to Aug. 30, which is the fifth Friday of the month. The committee decided to keep the date at the 23rd with a stipulation that the meeting could be canceled if there are no major issue that need to be discussed. Aug. 30 was frowned upon because it is a Friday prior to a three-day weekend. The committee also decided that it does not need to meet in May. Historically, the committee does not meet at the end of May due to finals.

VII. **DE goals for program review:** The committee again reviewed the current DE goals in the non-instructional program review. A new NIPR is due this summer. Members modified existing goals and added three more: Promote library resources for DE classes, Increase participation in the student survey for course evaluation, Investigate the offering of MOOCs, Implement Class Web page acknowledgements. When editing is completed, the goals document will be sent to the committee for review.

VIII. **Bb upgrades:** With our upgrade to 9.1 SP9 beginning June 10, the committee was asked its thoughts about doing another upgrade between the Fall and Spring semesters. SP 10 has a few nice features, including the streamlining of papers submitted through the assignments tool and an improved content editor. Bb seems to be releasing versions faster than in the past. The reasons why we haven't upgraded after Fall semesters is due to the shorter time span between semesters and the potential havoc dealing with new software in the midst of an academic year might cause. The committee was open to the idea of upgrading after Fall as long as there are no substantial interface changes that require training.

Conversations are starting at the state level about purchasing one course management system for all of the colleges to use. This provision was included in the governor's proposed budget for DE for 2013-14. It was mentioned on a DE Coordinators webinar April 19 that colleges might be able to opt out of a statewide CMS, if one comes to fruition.

IX. **Instructional materials fees:** Based on the conversation about this issue at the February meeting, Scott showed the committee what the current rules are regarding fees. The Instructional Materials Guidelines were released April 11 and are posted to the committee's web site. Since the board has an existing policy on instructional materials, it was suggested that the group working on board policies take the new guidelines into consideration and update the policy.

X. **Online tutoring:** Janice provided grades from students who received online tutoring in Fall 2012, and here are the results: Writing -- 3 student synchronous sessions completed out of 92 available = 3% rate, 32 students served, 28 students retained = 88%, 27 students had success = 84%. Math -- 6 student sessions completed out of 96 available = 6%, 6 students served, 5 students retained = 83%, 5 students had success = 83%. Considering that synchronous online tutoring is drawing very few students, the committee was asked what it wanted to do with this for Fall 2013. It was agreed that synchronous tutoring be suspended and only offer tutoring by email.

XI. **Getting assessment results of DE classes for program review:** Scott showed how to get these results in eLumen in order to help faculty completing the annual program review update form. He will be showing this to faculty during workshops May 2 and 7 from 2:30-4:30 in the TLC.

XII. **Other issues:** No issues were broached.

XIII. **Next meeting:** Friday, Aug. 23, 2013. This meeting will be held from 10-12 in Room 2410 and on Confer.

XIV. **Adjournment:** The meeting was adjourned at 12:03 p.m.