LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, March 22, 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)
Janice Cantua (Admissions & Records)
Frances Hui (ALSS; Library)
Marilyn Flores (Dean)
Deanna Horvath (ALSS)

LPC Members Absent:
Bobby August (STEMPS)
Stephanie Suarez (ASLPC)
Gina Webster (BSBA)

Guests:
Liem Huynh (District ITS)
Eric Stricklen (District ITS)
Minta Winsor (Chabot)
Lisa Ulibarri (Chabot)

AGENDA:

I. Call to order: The meeting was called to order by co-chair Richard Dry at 10:05 a.m.

II. Approval of minutes from Feb. 22 meeting: Howard motioned to approve the minutes with the item on the DE waitlist revised, Chris seconded. Minutes approved.

III. Updates

- **Substantive Change Proposal:** The Senate approved the proposal on Feb. 27. The proposal was approved by the Board on March 19 and will be sent to the ACCJC next week. We are scheduled to meet with the ACCJC Committee on Substantive Change via teleconference on May 9. The time has not been determined yet. All committee members are encouraged to participate.
- **DE drop policy and Summer term:** On March 13, the Senate approved the committee's recommendation to give DE instructors the option to drop Summer students if they have not submitted work and/or accessed the class for one week. This will be communicated to all Summer instructors. It will also be sent to put in the college catalog and will be placed on the Online Learning web site.
- **Publisher building blocks guidelines:** The guidelines were presented to the LPC Academic Senate on Feb. 13 but have yet to be voted on. This will be voted on April 10.
- **Summer upgrade:** Blackboard had to change the start time of our June 10 upgrade to 9.1 Service Pack 9 from 5 p.m. to 8:30 p.m. According to Bb, the upgrade will take 19 hours and be finished by 3:30 p.m. June 11.
- **Mission statement and DE:** Scott attended the Feb. 27 Senate meeting and reiterated the accreditation need for DE to be reflected in the proposed mission statement: "Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals." In the glossary of terms that is supposed to accompany the mission statement, DE is mentioned in the term "inclusive", "modes of delivery" is mentioned in the term "learning-centered," DE instruction is mentioned in the phrase "educational opportunities", and Blackboard is mentioned in the term "support". Scott asked the Planning Task Force rep if DE was considered in the creation of the mission

statement, and the answer was yes. The minutes from that meeting will be used as evidence for accreditation purposes.

- **State authorization:** A few national organizations are working together to create a reciprocity agreement that would allow colleges to teach students in other states without seeking authorization and paying fees. Of course, the students being taught have to belong to institutions that are part of the agreement. The agreement is called SARA (State Authorization Reciprocity Agreement). There is a big meeting on this planned for April 16-17 in Indianapolis, and the CCCs will be represented.
- **Pre-English assessment MOOC:** On May 13, Mt. San Jacinto's MOOC, Crafting an Effective Writer: Tools of the Trade, will be offered for a 5-week session on Coursera. The course is for any student in a basic English class who needs writing help and for students to prepare for their English assessment exam. After the 5-week session, the course will be open-entry, open-exit for any student to jump in and get the information they need.

IV. **Recent online learning developments in California:** Senate Bill 520 was introduced on March 13, and it calls for establishing a statewide platform through which students who have trouble getting into certain low-level, high-demand classes could take approved online courses offered by providers outside the state's higher-education system. If bill is passed and signed into law, state colleges and universities could be compelled to accept credits earned in MOOCs. Scott showed a document listing known details of the bill. Additional details will be added later at the legislative level. One of those issues the committee discussed was the proctoring of exams. Frances wanted to know who will do the proctoring. Jane expressed that the FA has problems with this legislation as a whole.

V. **Board policies on DE:** Draft policies and procedures were submitted to Dean Marilyn Flores, who worked with Jeff Kingston from District on March 21 on Academic Services policies. Although the policies were not reviewed on that date because of time constraints, the drafts have, nevertheless, moved to the District for review and inclusion into the District Policy Update process. They will be reviewed against what the Community College League of California (the District's consultant is a member) has in its templates and can be reviewed by attorneys, as well, if needed. Marilyn said the District group will meet again after Spring Break.

Chabot's Committee On Online Learning discussed the proposed policies and procedures at its March 5 meeting and had no suggested changes. If there are any changes to be made, the assumption is that both committees will have a chance to review them. Scott broke up the drafts into a policy and procedures. No language from the latest versions was changed by Scott, but the committee decided to delete the words "strives to" from the DE quality policy. Jane will take both policies to the FA for review.

VI. **Class-Web page for DE students:** District ITS programmers Liem Huynh and Eric Stricklen demonstrated what has been created so far. Scott will work with Chabot to incorporate Chabot's suggested modifications and to explain what clicking Yes or No means for students. It was explained that if students choose not to answer, the page will show repeatedly to students until they do answer. A revised version of the page's text will be sent to the committee for review, and if the committee is OK with it, it will be sent back to District ITS for implementation. Statistics will be generated by semester, and a suggestion was made to do further research by matching students' answers with their grades to see the relationship between the answer and student success.

VII. **DE goals for program review:** The committee reviewed the current DE goals in the non-instructional program review, which included new goals added last Fall. All goals will be inputted into the new NIPR, which is due this summer. Goals for creating MOOCs and optimizing content for mobile learning were suggested, but didn't draw much enthusiasm. Richard suggested more support for online tutoring and counseling. The committee will discuss goals further at the April

meeting.

VIII. **DE waitlist:** At the January meeting, Richard stated that he would like the automated email sent to waitlisted students to be clarified. The problem, he said, is that students send an email to the instructor believing that their instructor will reply and add them to the class or reply at all, instead of believing this is just a reminder that if there is an opening, they are still interested. The committee reviewed the wording of the automated email and decided to add a sentence into the fourth paragraph that says: “If a space becomes available, the instructor will email you the add number.” The entire fourth paragraph would read: “If you are waitlisted in an ONLINE class with no in-person meetings, you must email your instructor by midnight the day prior to the first day of class. If a space becomes available, the instructor will email you the add number. Be sure to include the CRN, Subject, and Course in the "Subject:" line of your email.” This addition will be shared with Chabot for feedback.

IX. **Instructional materials fees:** This issue was tabled because of time constraints.

X. **Getting assessment results of DE classes for program review:** This issue was tabled because of time constraints.

XI. **Other issues:** An adjunct instructor questioned—via email—why she had to get approval to participate in the Online Course Development Program. The approval process, which includes a signature by the dean and by a full-time instructor in the discipline, was set up to inform the dean and discipline so an instructor wouldn’t unexpectedly claim to be entitled to teach an online course. Scott said that he shies away from accepting adjuncts into the OCDP who do not have an online teaching assignment at LPC and/or want the training so they can teach online at another college. However, the committee felt that participation in the OCDP should be allowed—regardless of the adjunct’s reasons--because it exposes them to online teaching. The committee sought a compromise that would allow the adjunct to participate in the face-to-face version of the OCDP if: a) he can make it on the same day and time as a participant who has an online class assigned. If there are no participants who have online classes assigned, the adjunct will have to wait until there is one; OR b) if the adjunct participates in the online version of the OCDP. Scott will discuss this further with his supervisor.

Chris explained that she will offer 30 sections of PSCN 25 in the Fall. This is the Transition to College hybrid course that is worth .5 units. Chris said that she will only use 1 Blackboard course to merge all of the sections together and does not expect all that many students to enroll. Offering sections this way allows her to do individual in-person program planning sessions with students and manage it all in Bb.

XII. **Next meeting:** Friday, April 26, 2013. This meeting will be held from 10-12 in Room 2410 and on Confer.

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