

Distance Education Advisory Committee

Minutes of the Meeting of February 6, 2014

Members Present: Gloria Darafshi, Kim Lopez, Ana Miladinova, Jane Rice, Janet Stringer

Members Absent: Gregory Anderson, Chialin Hsieh, Don Lariviere, Lisa Palmer

Guests: Leonor Cabrera, Candice Nance

Update on Enrollments

Janet presented an overview of DE enrollment numbers for online and hybrid classes since fall semester 2010. There has been an upward enrollment trend in all divisions. The total DE enrollment increase for spring 2014 was 13.4%, the largest increase so far. The number of faculty members teaching online or hybrid classes increased this semester to 44 (18 full-time and 26 part-time).

Kim Lopez, who is also a member of the group that is currently working on the Strategic Enrollment Plan, said that strategic planning for distance education enrollment is one area they are focusing on. Benchmarks were reviewed and she asked the committee what are our current targets for enrollment and for success. There was some discussion around these points, and preliminary numbers were discussed. A recommendation was made to offer late-start DE classes and to increase DE course offerings in CTE areas. It was suggested that if the College determines it wants to promote distance education, it would be advantageous to be able to deliver all of the courses required for a degree/certificate program through DE. Candice Nance said that she is developing an international business certificate program that can be delivered completely online. Janet Stringer noted that the College will need to submit a Substantive Change Proposal to the ACCJC, before we begin offering degrees and/or certificates that can be completed entirely online.

Handbook update and approval

Jane Rice has made additional updates to the DE Handbook, to include clearer information about the policy for dropping students. Also, course design and development information was moved from the section on course approval to the teaching section. She will send the revised version for committee review before the next meeting.

Usage of checklist

Janet presented the latest version of the Online Faculty Checklist that she is now sending to instructors when she asks them to teach online classes. It is not clear whether the other deans have started to use the checklist. Kim said she has not, and recommended discussing it at the next meeting of the President's Cabinet.

Student survey – results and question review

Jane presented results of the survey that has been administered to DE students for the past three terms (spring, summer, and fall of 2013) and solicited suggestions for revising it. The results are fairly consistent. Of note is that most students in online classes are concurrently taking face-to-face classes and that students' work schedules are one important consideration in deciding to take an online class.

Brown bag get-togethers for DE faculty

There are several new faculty teaching online and hybrid classes who would like to be able to share ideas and get advice from more experienced DE teachers. A couple of them have proposed brown-bag meetings or other opportunities to discuss online instruction. Faculty members present suggested online brown-bags or flex-day events to share ideas and showcase new practices.

Submitted by Jane Rice