

Distance Education Advisory Committee Minutes of the Meeting of March 6, 2014

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

Members Absent: Gregory Anderson, Chialin Hsieh, Don Lariviere, Candice Nance

The meeting was called to order by Janet Stringer at 2:45 pm.

Approval of Minutes

Minutes of the meeting on November 7, 2013, were approved. Minutes of the meeting on February 6, 2014, were approved as amended.

Handbook Update and Approval

The revised DE Faculty Handbook was approved with one minor change. There was discussion of the section on Communication and the section on Regular and Effective Contact. Lisa Palmer suggested that online faculty cannot be required to contact students before the first day of class, as they are not paid before then. The language of the Handbook is consistent with this policy as it states, "Faculty members are encouraged to develop a Student Prep Plan to send to enrolled students the week prior to the course start date." Faculty are encouraged, rather than required to contact students before the first day of class. "Regular effective contact" refers to regular (weekly) communication with students that is initiated by the faculty member.

Discussion of Strategic Enrollment Plan

The committee discussed the section of the Strategic Enrollment Plan draft that relates to distance education. Committee members agreed that Enrollment Trends Goal #6 ("Increase by 10% each semester the Distance Education course offerings, especially in CTE.") was too ambitious, especially if "course offerings" refers to new courses. A more realistic goal would be to increase course sections offered each year by 10%.

The committee also discussed Goal #8 ("Offer online certificate and/or AA/AS degree programs."). We are only aware of one certificate program (International Business) that is intended to be offered entirely online. Some suggestions for other degrees or certificates that might be good candidates for online delivery included other business programs, paralegal, accounting, social and behavioral sciences (such as psychology), and geography (which is already mostly online).

Preliminary Results from the Spring Semester DE Survey

Preliminary results of the DE Interest Survey from the 93 students responding so far show results similar to previous semesters for the questions that were repeated. No students this

semester reported their home college to be outside of the SMCCCD. The forced ranking of factors that contribute to student success in DE put "quick instructor feedback" in the highest position. The new open-ended question on success factors yielded a lot of responses, which will need to be categorized after the survey closes.

The meeting adjourned at 4:00 pm.

Submitted by Jane Rice