

## Distance Education Advisory Committee

### Minutes of the Meeting of September 4, 2014

**Members Present:** Gloria Darafshi, Don Lariviere, Kim Lopez, Ana Miladinova, Candice Nance, Jane Rice, Janet Stringer

**Members Absent:** Gregory Anderson, Chialin Hsieh, Lisa Palmer, Diva Ward

**Guests:** Leonor Cabrera, Lale Yurtseven

Janet Stringer called the meeting to order at 2:40 pm.

#### Introductions

Candice Nance introduced Lale Yurtseven, a new faculty member in Business.

#### Approval of Minutes

Minutes of the meeting on May 1, 2014, were approved.

#### DE Student Survey Results from Summer Term

Jane Rice presented results from the survey on student interest in DE from the summer session. Results were similar to previous terms, although there was even greater interest expressed in online tutoring (70%). Fifty-six percent of those who responded (160 students) consider Cañada to be their home campus, while 38% consider Skyline or CSM to be their home. Only 5.7% claimed a different home institution. Three questions on the survey ask students to write replies or comments, rather than merely selecting an option, and those responses contain a lot of interesting information. Committee members requested copies of the survey results and comments. Jane Rice will send the results including comments to committee members and DE faculty.

#### Substantive Change Report

Janet Stringer presented sections of the new Substantive Change Report, which will go to the Board of Trustees for approval at the end of September and be submitted to ACCJC in November. The report requests approval of our plans to offer and to advertise the availability of these seven associate degrees that can be completed entirely online:

- Anthropology
- Economics
- History
- Political Science
- Psychology
- Interdisciplinary Studies (and with transfer): Natural Science and Mathematics
- Interdisciplinary Studies (and with transfer): Social and Behavioral Sciences.

Janet asked committee members to inform her if they know of any other degree or certificate programs that students could now complete or might in the near future be able to complete entirely online, as she would like to include those in the current proposal.

### **Goals for 2014-2015: Strategic Plan vs. Program Review**

Janet Stringer asked committee members their views on whether Distance Education should continue to prepare both a strategic plan and a program review. Janet noted that the program review is the way that most programs request resources, but DE does not fit well into the program review procedures for regular academic programs. Some committee members noted that the program review process has just been changed, and there is now a two-year cycle for regular program review, with a comprehensive review every six years. The regular reviews will now be done in January, according to a schedule established by the Academic Senate, but DE is not currently on the schedule. Janet also noted that DE has not prepared a traditional multi-year strategic plan, since the College has not articulated a long-term vision for DE. It was suggested that DEAC should develop that vision and present it to the College for approval. Janet will follow up with Academic Senate about the schedule for program review.

### **Update on Online Orientation**

Jane Rice reported that the current online orientation does not work in WebAccess, since it was upgraded to a new version. Kim Lopez reported that the new orientation, produced by an outside vendor, is almost ready. She anticipates that it will be launched in November; thus, it is not necessary to re-create the old orientation to make it work, since they receive very few requests for the online orientation. The new orientation will take about two hours to complete. Students will request it in the same way as they did the old one.

### **Update on Online Tutoring**

Jane Rice reported that Diva Ward is developing a plan for drop-in online tutoring during limited hours to begin this semester. She currently only has online tutors scheduled for one hour per day. They will request tutoring through an email form to a special account and use Join.Me and a phone line. Several committee members expressed concern that one hour would not be sufficient, particularly as there is no time limit on tutoring sessions. Don Lariviere expressed concern that the Join.Me service would not work on some students' computers and recommended having several software options for viewing the student's or tutor's desktop. There were also questions about the subjects for which tutoring would be provided. Jane said that she would relate these questions and concerns to Diva.

The meeting adjourned at 4:10 pm.

Submitted by Jane Rice