LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, SEPTEMBER 28, 2012
10:00 AM, Room 2410 and CCC CONFER
MINUTES

LPC Members Present:
Scott Vigallon (TLC-Classified; co-chair)
Richard Dry (ALSS; co-chair)
Vicky Austin (Adjunct Faculty)
Deanna Horvath (ALSS)
Frances Hui (ALSS; Library)
Gina Webster (BSBA)
Javi Pinedo (ASLPC)
Marilyn Flores (Dean)
Chris Lee (Student Services)

LPC Members Absent:
Janice Cantua (Admissions & Records)
Howard Blumenfeld (STEMPS)
Jane McCoy (ALSS)
Bobby August (STEMPS)

Guests:

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 Aug. 31 meeting: Vicky motioned to approve the minutes, Frances seconded. Minutes approved.

III. Committee makeup for this year: Melissa Korber was contacted about the fact that we might have too many faculty on our committee. She replied by sending out the committee lists Sept. 11, and in her email, she stated: "If a committee has too many representatives, they need to look at voting rights under their charge." At issue are the ALSS and STEMPS divisions. But in ALSS, Richard is co-chair and doesn't vote, Jane represents the FA, and Frances represents the Library. That leaves Deanna as the official ALSS rep. From STEMPS, we have Howard and Bobby. Scott recommended to keep Howard as the voting member, and Bobby can vote if Howard is absent. The committee asked Scott to ask Melissa if this is OK.

IV. DE vs. Correspondence courses – Regular effective contact policy: The draft policy presented last meeting was sent to all online and hybrid instructors Sept. 6. Feedback was collected and shared with the committee. After considering the feedback, the committee re-worded the lead-in sentence and first bullet point in the Type of Contact section. It also moved the final bullet point up and created a section for it called Documentation. Chris moved to approve this revised version of the policy, Gina seconded, and the motion passed unanimously. It will be sent on to the Curriculum Committee.

Scott mentioned that the policy takes on added importance because in the latest Substantive Change Manual updated by the ACCJC in August, it specifically states that all colleges must have such a policy. LPC is planning to begin writing a Substantive Change Proposal for DE later this semester.

V. Updates

- **Committee requests from last meeting:** At the August meeting, the committee tasked Scott with asking VP Noble for: 1) 15 minutes at a Spring town meeting to report the positive aspects of DE; and 2) time during the second half of a Spring town meeting or at Convocation for DE instructors to share best practices. VP Noble wanted to know which month in the Spring we want to do the above. She recommended February since best practices could be shared during a breakout

in the second half, and that might encourage instructors to implement new ideas during the remainder of the Spring term. She can also give us some time during that February meeting to report the positive aspects of DE. The committee requested time at the first available town meeting, most likely November to report the positive aspects of DE in hopes that cuts to DE classes can be spared if Proposition 30 fails. It also requested a slot at Convocation to share best practices. These requests will be forwarded to VP Noble. In addition, it was suggested that DE faculty be asked what they want to highlight in a town meeting, and it was also suggested having a student give a brief presentation.

- **College mission statement and DE:** The college mission statement is scheduled to be a topic at the October town meeting, so this will provide us an opportunity to meet the accreditation guideline that states that we need to show evidence that DE was considered when creating the mission. During the second half of the meeting, breakout sessions are supposedly scheduled to discussion the mission statement. This can be our opportunity to help ensure that the Substantive Change Proposal requirement of evidence of a clear relationship between DE and the mission be met. A suggestion was made to ask VP Noble if the mission statement would be sent to the DE Committee for feedback.

- **DE report to board:** The 2011-12 report was distributed to the board Sept. 18. It has been posted to the Grapevine at http://grapevine.laspositascollege.edu/distanceeducation/documents/LPC_2011-12_DE_report.pdf

- **Mobile Learn pay version:** On Sept. 17, the free version of the Blackboard Mobile Learn app was replaced by a paid version. No word still from Bb on whether it will allow faculty to use the app for free. Students have been informed, including on the Zone's Bb page.

- **State legislation update:** On Sept. 27, the governor signed Senate Bills 1052 and 1053. As a refresher, SB 1052 establishes the California Open Education Resources Council (composed of 3 faculty senate members from each of the higher education segments in California), which will determine the 50 most popular courses, then review and approve open source materials before promoting strategies for their use. SB 1053 establishes the California Digital Open Source Library (under the administration of the CSU) to house open source materials and provide free or low-cost online access to these materials for students, faculty and staff. Earlier in the month, SB 1028 was passed. This is an education budget trailer bill that provides for matched funding up to $10 million. So, if $5 million is raised from private sources to match the state's $5 million maximum contribution, up to $10 million can be utilized for this program.

  The new Online Materials Fee language has been approved and is now in effect. Guidelines are currently being developed and are scheduled to be released in October. The issue centered around current practices and regulations related to the use of online materials within the CCCs. Changes to ed code and regulations were made in order to balance student fees with faculty using online materials that enhance learning.

VI. **Online tutoring:** Online tutors were trained, and actually tutoring began Sept. 17. Writing hours are 4-6 p.m. Mondays and Wednesdays. Math hours are 4-6 p.m. Tuesdays and 1-3 p.m. Wednesdays. The 1-3 p.m. is a change from what was reported last month. In an effort to publicize online tutoring, emails were sent to all LPC students, an email was sent to all LPC faculty, an announcement was placed on the Online Learning home page, and a short note was published in the Sept. 14 edition of the Express.

Despite the publicity, very few students have registered for appointments, and only 1 student has submitted questions for the new asynchronous Math tutoring effort. Richard, who is coordinating the Reading and Writing Center, has met with Tutoring coordinator Pauline Trummel to add an asynchronous option for Writing, too. He said Ask an English Tutor will begin next week and will be open to students in all courses.

VII. **Courses spanning semesters:** Scott asked the committee if he could interject an important agenda item that needed to be discussed because it might have implications to classes using Blackboard. It involved a request by Chris to populate her Spring PSCN 25 classes with students during the Fall semester. Frances moved to change the agenda to discuss this item, Deanna seconded, and the committee voted in favor of the change. Chris explained that in order to successfully matriculate students to service programs and information prior to the start of the semester, counseling faculty would like to open PSCN 25 to students at least a month before the semester begins. Scott explained that currently, students are inputted into their Blackboard courses a week before the semester begins, and if he moves the date forward for one class, he moves it forward for all classes. In other words, all Spring students would be populated into Bb in early December. He has been working with District ITS to see if it can program something into Banner that would allow him to just input students into Chris' courses (she has multiple sections of PSCN 25) while being able to wait until the week before classes start to input the rest of the students into their courses. He will query District ITS about the possibility of adding a checkbox for every course that activates the input of students so he can select Chris' courses in December, and click Select All for the rest of the courses in January.

VIII. **DE accreditation guide evidence:** The timetable for meeting the ACCJC's guidelines has been significantly shortened with the recent release of the Substantive Change Manual. Scott added some items from the Substantive Change Manual to the guidelines spreadsheet so the committee could brainstorm ways of meeting those guidelines and providing evidence, too. Frances provided evidence for the items relating to the library. The committee brainstormed ideas for a few items.

IX. **Online success course:** The committee's proposed .5-unit course on how to be a successful online learner is still on hold. Scott raised the possibility of running this course as a version of a MOOC (Massive Open Online Course). MOOCs are gaining lots of steam in higher education these days. Typically, they are free, open to the general public, contain hundreds or even thousands of students, and employ lots of facilitators to teach the course, in addition to a lead professor. Currently, a handful of CCCs are considering MOOCs, particularly for remedial or basic skills purposes. For instance, Mt. San Jacinto is looking to offer a MOOC as a pre-assessment before students take assessment tests. Due to time considerations, the committee did not engage in a serious discussion about the possibility of offering an online success course as a MOOC.

X. **Policy for installing building blocks to Bb:** Due to time considerations, this issue was tabled.

XI. **Future meetings – use of CCC Confer:** The committee will continue to use Confer for those members who can't or prefer not to attend on campus.

XII. **Academic honesty addition:** Due to time considerations, this issue was tabled.

XIII. **DE faculty survey:** The committee discussed the idea of creating and deploying a faculty DE satisfaction survey. Students complete a similar survey each year, but faculty haven't had one in a while. Questions can include items from accreditation standards that would help as evidence of meeting standards and substandards. A suggestion was made to ask DE faculty about the best practices they use.

XIV. **DE drop policy and Summer term:** Due to time considerations, this issue was tabled.

XV. **Policy for adding non-instructors of record into Bb courses:** Due to time considerations, this issue was tabled.

XVI. **Student authentication:** The state chancellor's office is reiterating that for accreditation purposes, we must attempt to go beyond meeting the requirement of using password-protected logins into course management systems. This was briefly discussed and will be discussed further at the next meeting.

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

XVIII. **Adjournment:** The meeting was adjourned at 12:01 p.m.