LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, FEBRUARY 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)
Stephanie Suarez (ASLPC)
Gina Webster (BSBA)
Vicky Austin (Adjunct Faculty)
Janice Cantua (Admissions & Records)

LPC Members Absent:
Frances Hui (ALSS; Library)
Marilyn Flores (Dean)
Bobby August (STEMPS)
Deanna Horvath (ALSS)

Guests:
Angela Amaya (Library)

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 Jan. 25 meeting: Chris motioned to approve the minutes with the item on the DE waitlist revised, Jane seconded. Minutes approved.

III. Updates

- **Recent online learning developments in California:** Regarding the governor's recent budget proposal that calls for $16.9 million dollars allocated to the CCCs for online learning, no updates have been publicized, other than the fact that the governor's office and state chancellor's office are discussing the issue.
- **Substantive Change Proposal:** The committee voted unanimously by email on Feb. 5 to approve the proposal (Jane motioned, Frances seconded). The proposal was sent to the Curriculum Committee to be put on its Feb. 11 agenda as an information item. It was presented to the Academic Senate on Feb. 13. It was sent to College Council to be put on its Feb. 21 agenda as an information item, also. The proposal needs approval from the Senate and will eventually need approval from the board of trustees before going to the ACCJC.
- **Online tutoring:** The Math tutor's day and hours have changed. He will now tutor on Wednesdays from 4-6 p.m. Writing tutoring remains on Mondays from 2:30-4:30 p.m. Tutoring began Feb. 4. All Blackboard instructors have been notified of tutoring this Spring, web pages have been updated, and Howard emailed all Math instructors. A request to email all LPC students was submitted Jan. 28, but for various reasons, that request did not get fulfilled until Feb. 19.
- **Publisher building blocks guidelines:** The guidelines were presented to the LPC Academic Senate on Feb. 13.
- **Student survey results follow-up tasks:** A video tutorial showing students how to set up forwarding from their Zonemail accounts, along with a web page with information on how to give students additional time on exams, were created and emailed to all Bb instructors Feb. 12.
- **DE drop policy and Summer term:** 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 was presented to the Academic Senate on Feb. 13.

- **DE and program review:** As per the committee's request, suggestions were made to incorporate DE into the annual Program Review Update form. Under the SLO section, two questions were amended: a. Please describe the program's dialogue on assessment results, *including assessment of distance education courses*. Where would one find evidence of this dialogue? And b. Please summarize what was learned from the assessments, *including distance education courses.* How will these results be used for improvements? The incorporation of DE will allow those writing accreditation documents access to information and evidence. Librarian Tina Inzerilla was instrumental in getting the changes into the update form.

IV. **Board policies on DE:** At the January meeting, the committee wanted two policies, one on DE quality and the other on authentication. Since these policies cover both colleges, Chabot agreed to draft the authentication policy. Scott drafted the policy on quality and showed the committee both policies for feedback. The committee had no issues with the quality policy, although a discussion ensued about instructional materials fees. An item about those fees was not inputted into the policy because that issue is not restricted to DE only, and the board has a separate policy on those fees. Regarding the authentication policy, discussion focused mainly on the use of the phrase "Faculty are encouraged" to include a statement on academic integrity on their syllabus and to develop and employ various instructional strategies and technologies to promote student verification of student identity. Some members wanted stronger wording, such as "advised" or "directed" or "informed", to replace "encouraged". Mainly because of the contract implications of what faculty have to include in their syllabi, Jane said she would take the paragraph to the FA for review.

Scott also showed DE additions to existing policies and administrative rules and procedures in order to meet the accreditation guideline that says: "Evidence that the board has taken the quality of the institution's DE/CE into consideration in the development of the relevant policies." He told the committee that he doesn't yet know the process for revising existing board policies and procedures, but he will ask VP Noble about this.

V. **Class-Web page for DE students:** Scott created preliminary text to be used on the page in Class-Web that students will receive after registering for a DE class. An email was sent to District ITS requesting a model of what this might look like, and according to CTO Jeannine Methe, ITS has agreed to show a model, possibly by our March meeting. Eric Stricklen would be working with Stacey Followill on this project. Jeannine recommended that the text used for the page be relatively short, and if a lot of information is needed, links can be added. The committee reviewed the text and recommended the following changes:

I acknowledge that I possess basic technology skills, such as ~~posting to a discussion board~~, ~~uploading documents,~~ sending an email, attaching**/uploading** a document, using a word processing program, and using a web browser.

I acknowledge that as the registered student for this class, I will be the one ~~submitting work for it~~ **completing and turning in work.**

I acknowledge that I will abide by my college's Academic Honesty Statement.**[add link to statement]**

I acknowledge that distance education courses ~~are not easier than on-campus courses~~ **require just as much time as on-campus courses (e.g. 9 hours per week for a 3-unit course). [add link to myths and truths about online courses]**

AGREE ~~DISAGREE~~

VI. **Summer upgrade and Snapshot:** Spring 2013 grades are due June 5, and Janice said A&R will need until June 10 to process them, so it was agreed that the upgrade to Blackboard 9.1 Service Pack 9 will begin at 5 p.m. June 10. Summer classes begin June 17. Chabot will have to agree to the upgrade date.

According to Jeannine, the support contract for Snapshot is already paid for this year, so no additional money can be paid to Blackboard for training and support on the new, post-Snapshot integration process until July 1. Therefore, it does not appear that the new process will be in place in time for our Summer upgrade in June. However, Jeannine said that she was told by Bb that Snapshot can still be used and will be supported. She is looking into whether Eric can do the installation of the new process himself and only paying Bb to train the system administrators at LPC and Chabot, thereby saving money. The current contract for Snapshot is an annual license, while payment for the new process is a one-time fee, saving even more money.

Scott demonstrated the main new features of SP9: course themes, course structures, automatic regrading of exams, course-to-course navigation, and scrolling over content items. Workshops on SP9 have already begun and will continue throughout the Spring. Instructors will also be given access to self-paced training materials and to courses on the test server in which they can test out new features.

VII. **Fall 2012 success and retention rates:** Rates were shown and discussed. The success rate of 60 percent and retention rate of 78 percent were the same as Fall 2011. The committee was asked what it could do to improve those rates. One suggestion was to analyze the grades of students receiving online tutoring during Fall 2012. Scott will send a list of student names, along with their W numbers and classes, to Janice for the grades.

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 tasked Janice to bring the verbiage from the automated email to the March committee meeting so members can make recommendations to modify it.

IX. **Other issues:** No other issues were broached.

X. **Next meeting:** Friday, March 22, 2013. This meeting will be held from 10-12 in Room 2410 and on Confer.

XI. **Adjournment:** The meeting was adjourned at 11:46 a.m.