

# CSM Distance Education Committee

## Meeting Summary

Tuesday, May 5, 2009 - 1:00 to 3:00 p.m.

19-201 Penthouse

**Attendance:** Martha Tilmann, Laura Demsetz, Madeleine Murphy, Rosemary Nurre, Laura Skaff, Betty Fleming

**Guests:** None

### Review of Day's Agenda

**The April 21st Meeting Summary** was reviewed and approved with additions: Martha Tilmann offered to check into dept./division/college SLOs relative to DE classes and to bring up issues raised in accreditation reports for discussion; David McLain will check into using icons in the schedule to indicate the characteristics of DE courses (e.g. A DE class with five on-campus meetings for tests and reviews might be designated by HY-5)

### Reports on Documents reviewed:

<p><u>Faculty Best Practices</u> – We will create a checklist for faculty, which is reflected in the (proposed) evaluation instrument. The list should be applicable to on-campus classes as well as DE classes. Martha will research California Academic Senate documents and ACCJC guidelines for Best Practices for all classes. A checklist could be included in the Faculty Handbook.</p>
<p><u>Regular Effective Contact Policy</u> – A draft based on the Mount San Jacinto College model has been discussed and modified via email. Tilmann will re-work some of the wording.</p>
<p><u>Classroom Visitation Protocol for Online Courses</u> – the MSJC model has been edited through email discussion, and will be considered further.</p>
<p><u>Definitions</u> – Laura Demsetz presented definitions for discussion and modification.</p>
<p><u>Vision</u> – Small changes were made to the vision statement previously drafted.</p>
<p><u>Glossary</u> -Rosemary Nurre demonstrated several online DE glossaries, and suggested that we include links to those resources in our documents.</p>

**Accreditation requirements** (Martha) – We must show evidence of a new tool for review of DE courses, evaluation of faculty completed by an administrator and success rates in DE classes reviewed by the DE Committee. To improve success rates, students should be better prepared for taking DE classes, not only in terms of technology readiness and understanding of their own learning styles, but also in terms of maturity level and self-discipline. High attrition rates are due, at least in part, to life styles of DE students; i.e. they tend to take DE classes because regularly scheduled on-campus classes do not fit into

their lives, and may not be able to complete DE classes because of the demands of family, work, etc. in their lives. Faculty should be encouraged to include DE orientation as a requirement of their classes; links to quiz resources could be put on our web pages.

**Distance Education SLOs** (Martha) – Acting on the premise that DE classes are as academically rigorous as on-campus classes, Martha will frame SLOs as for discipline, program and institutional SLOs.

**DE icons** (David) – deferred to next meeting

**Faculty Evaluation** (Betty and Madeline) – The latest proposed version of an evaluation instrument for DE classes was distributed for consideration at the next meeting.

**Next Meeting:** Tuesday, May 19th , 2009, 1-3pm, Bldg. 12, Room 170;  
1 -2 pm: PRIE; 2 – 3 pm DEC deliberations

