Distance Education Committee

Meeting Summary
Tuesday, May 19, 2009 - 1:00 to 3:00 p.m.
12-170

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

Guests: Susan Estes, VPI; Jennifer Hughes, VPSS; Milla McConnell-Tuite, PRIE, John Sewart, PRIE

Review of Day's Agenda: Add consideration of Definitions, Glossary, Regular & Effective Contact Policy and Visitation Protocol for recommendation to the appropriate bodies (Administrators, Academic Senate, etc.).

The May 5th Meeting Summary was reviewed and approved.

PRIE Orientation:

The Office of Planning Research, & Institutional Effectiveness was formed in response to ACCJC requirements that the college demonstrate evidence of integrated planning and data-based decision making. PRIE formulated the Educational Master Plan (2008), assisted in developing the college Strategic Plan, and in demonstrating the use of Student Outcomes in a new way. PRIE maintains a SharePoint site for CSM institutional committees, which includes templates for agendas and minutes, etc.

In the October accreditation follow-up, not enough progress in Distance Education analysis was cited. Data comparing student success rates, etc. in DE classes to on-campus classes needs to be made available. PRIE will also work with VP Estes to complete and submit an overall Substantive Change Report to ACCJC for all CSM Distance Education courses.

There was some discussion of the DE surveys sent to online students and faculty in Fall 07 and Fall 08, and of the goal to gather more information from students who do not complete DE courses. It seems that many students who take DE classes because their life circumstances deter or prohibit them from taking on-campus courses will also be more likely to be unable to complete a course, due to those circumstances. Using a very concise survey earlier in the semester was suggested, or perhaps a pop-up on WebSMART when a student drops a class. Also, it would be useful to be able to separate responses from student who are pursuing a degree or certificate from those who are updating skills, or seeking personal enrichment. This semester and going forward, PRIE will send surveys out earlier in the semester and include telecourse students and faculty.

Copies of materials distributed and discussed are attached to these minutes, and available on the PRIE web site: Orientation agenda; a description of PRIE; *Key Concepts for Institutional Planning at CSM*; and *CSM Institutional Planning Committee Structure.*

The Institutional Planning Committee comprises the chairs of institutional committees; there is no classified representation. The IPC was created to meet the requirements of the Accreditation Report. The Budget Committee 'trumps' other

committees, and is advisory to the IPC. Institutional Committees should be communicating and cooperating among themselves.

Institutional Priorities and Committee Plans will continue to be assessed and revised in a continual process.

Committee :

Evaluation of DE classes and faculty: The committee may make suggestions to Harry Joel, chief negotiator for the district. Since it is necessary to perform evaluations of DE courses and faculty in the immediate future, and to work within the existing con-tract, the committee members agreed to suggest using the current evaluation forms with slight changes to make them clearly applicable to DE classes. Draft forms are attached.

Student Learning Outcomes for DE courses: In addition to the college, discipline and course SLOs, we will aggregate a list of critical skills for DE courses, and build a list of resources for DE students to acquire those skills (e.g. ability to navigate the internet, successfully send email with attachments, etc.)

A fact sheet on compensation, load and class size for DE classes was requested

Reports on Documents reviewed:

Faculty Best Practices – A checklist for faculty, which could be included in the Faculty Handbook , is [included in the (proposed) evaluation instrument] [attached]. The list is applicable to on-campus classes as well as DE classes.
Regular Effective Contact Policy – semi-final draft attached.
Classroom Visitation Protocol for Online Courses – semi-final draft attached.
Definitions – have been completed and forwarded to Susan Estes, VPI.   (copy attached)
Distance Education Committee Vision / Mission/ Goals statements have been completed and forwarded to Susan Estes, VPI (copy attached)
Glossary - links to URLs or two reliable glossary resources will be included in our documents [ ].

Future Meetings: TBD in the fall. Some issues to be considered are:

- Possible restructuring of online classes to a modular format and/or open enrollment, to permit students greater flexibility in completing class requirements while meeting their personal needs (work, family, etc.)

- Hours by arrangement in DE classes

- Integrating elements of Pat James' DE Plan Development matrix into the DE Plan formulated by PRIE.