Distance Education Committee

MEETING SUMMARY - Tuesday, Dec. 15, 2009

Committee Members Present or participating via email: Martha Tilmann (C), Laura Demsetz, Madeleine Murphy, and David McLain.

Missing:. Rosemary Nurre, Laura Skaff, C. Loprete

- **Review of Day's Agenda - DONE**

- **Review of Previous e-Meeting's Summary** - **DONE**

- **Agenda Items**

  - **Comments or changes to the Spring "To-do" list**? (Attachment)

    A few changes to the original list were made and are incorporated into the list (table) shown below.

  - **Self-select tasks** where you will be the "Point Person" (Put your name in the appropriate column in the attachment.)

    See "Point Person" column in the table below.

  - **Mode-specific SLOs Revisited** – the following two SLO were approved by the committee and should be added to the previous three SLOs.

    - SLO 4 – Students will demonstrate appropriate web-based communications and use of social networking tools.

    - SLO 5 – Students will effectively navigate the course website, including such activities as file uploads and downloads, email, and test taking.

  - **Announcements**

    - DEAC is working on integrating the web site at the District level, to make a much stronger DE gateway, integrating course offerings, (hopefully) registration, counseling info, etc. It makes no sense to compete with our sister colleges. Rather than have each college field a complete AA curriculum, work across the district, to manage an AA/AS online.

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- This has implications for our priorities, of course. It may be less important, for instance, to maintain the English online (for example) than to find people to teach some un-represented course. There are quite a few online English courses in the District. We can't be too territorial about it, .

#	TASK from DEC Strategic Plan	Goal	Point Person	DATE
1	Develop questions (5) for online student survey	1		2/2010
2	Reassess how we align with District growth goals	1		4/2010
3	Determine Staffing needs	1	~~Martha~~	3/2010
4	Determine optimal administrative structure	1	~~Martha~~	3/2010
5	Collect data of newly added/deleted DE courses	2	PRIE / Laura	2/2010
6	Review #5 data	2	DEC - together	2/2010
7	Review Website	3	David	2/2010
8	Move "Best Practices" document through the approval process	3	~~Martha (to VPI)~~	1/2010
9	Organize "Brown Bag" for OL faculty (2 per semester?)	3 / 5	*Madeleine	3/2010
10	Administer a survey of DE students	3		2/2010
11	Move documents through the approval process a. Best Practices (see #8 above) b. SLOs c. DE Definitions d. Evaluation Guidelines (to Harry only) e. CSM Teaching Online Policy f. Classroom Visitation Policy g. Regular Effective Contact Policy		~~Martha~~ ~~(to VPI)~~ ~~Martha~~ ~~(to AS Pres.)~~	2/2010
12	Assess what other forms should be reworded to fit DE mode a. Review Distance Education Supplementary Information form	4	Laura / COI	2/2010

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13	Introduce a "list serve" for OL faculty	5		4/2010
#	TASK-list from Madeline's Input		Point Person	
1	List of all ONLINE instructors (for email distribution list)		*Madeleine	2/2010
2	Send survey to all DE instructors asking for their five biggest difficulties teaching online		*Madeleine	
3	Organize a get-together of current and past STOT participants			1/2010
4	Create guidelines ("rules") for how instructors might handle incoming students (automatic letter to welcome etc.)			3/2010
5	Choose a single platform		DEAC (Madeline)	??
6	Organize Evaluation Procedure		Madeline	4/2010
7	Handout for deans on how to deal with ONLINE instructors.		Committee	4/2010
8	What holes exist in our current curriculum (especially now that tele-courses will no longer be supported)?		Laura	3/2010

Agenda for Next Meeting Date of Next Meeting: Agenda TBA, next ONLINE meeting Feb. 9th

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