

College of San Mateo Distance Education Committee

Notes from meeting held 3/17/09, 2:30 pm, Bldg 19, Room 103

Attendees: Laura Demsetz, Madeleine Murphy (co-Chair), Tania Beliz, Laura Skaff, Ron Andrade, Peter Bruni, Lorrita Ford (co-Chair), Michelle Haggar, Teresa Morris.

Co-Chair Madeleine Murphy conducted the meeting.

This was the first meeting of the DEC since the organization meeting of April 19, 2010. Since many of the members are new to the DEC everyone introduced themselves briefly before moving on to the agenda items. The immediate task for the DEC is to review the Follow-up Report/Additional Documentation report and to draft a plan to implement critical "proposed activities" that were identified in the Substantive Change Report and the Quality Assurance Review of DL that were submitted to the ACCJC. The goal is to have a final draft of the proposed plan available for the campus to review by August 1, 2010.

Priorities were discussed for responding to the Accreditation Mid-term report including:

1. Clarify language around SLO's and if "mode specific" SLO's are required for distance education courses above and beyond the established course SLO's.
2. Review and comment from DEC members of work the committee accomplished the previous year and format it so that it ties with the 2008 Follow-up Report as it relates to Recommendation.
3. Organizing DEC's response around groups of activities (Creating DE Policies; Clarify the evaluation cycle for DE classes.
4. Clarify evaluation of faculty of on-line courses.
5. Creation of a coherent DE program: Communication and Marketing of DE to students, faculty and broader college community.

All agreed that the overarching goal of strengthening the DE experience was critical to improving student success in DE courses.

The next DEC meeting will be scheduled after members are polled on availability between May 24 - 28. In advance of the next meeting the co-chairs will post material from the 2009 DEC to sharepoint web site. Committee members were asked to review the material with special attention to those areas identified as "core". Committee members will be able to comment and make suggestions through sharepoint. At the next meeting DEC will discuss how that material can be organized to facilitate completion of the committee's work for the summer and beyond.

In addition to regular meetings the committee will use sharepoint and email as means for communicating and working.