

# College of San Mateo

## Distance Education Committee

### Summary Notes February 9, 2011

**Attendees:** Lorrita Ford (co-Chair), Laura Demsetz, Ron Andrade, Peter Bruni, Teresa Morris, Eileen O'Brien, Jenna Finegold

Co-Chair Lorrita Ford conducted the meeting.

This was the first meeting of the DEC since the submission of the Distance Education Plan in Fall 2010. Some of the members were new to the DEC everyone introduced themselves briefly before moving on to the agenda items.

1. **Update of CSM Distance Education Plan:** Lorrita informed the committee that IPC had accepted the Distance Education Plan which the committee submitted in Fall 2010.
2. **Review of next steps for implementing CSM Distance Education Plan:** Leads for implementation of some of the Goals and Objectives from the DE Plan were assigned by Vice-President of Instruction Susan Estes. There was an initial review of assigned leads and which Goals and Objectives from the DE Plan had not yet been assigned leads. This evolved into a broader discussion of the relationship between DEC and those assigned responsibility for implementation of the DE Plan. Questions about the degree of proactive involvement with implementation were raised. Laura suggested that those who were assigned leads be contacted by the DEC chair and offered support from the committee and an invitation to attend DEC meetings should they wish to discuss background or committee intent behind any of the Goals and Objectives.

To help define the committee's relationship and involvement with the implementation of the DE Plan Lorrita will invite VPI, Susan Estes, to a future committee meeting.

Committee members were asked to review the survey questions used previously to gather data about distance education students. Lorrita offered to send the survey electronically so that members could review the questions and offer feedback on any changes or additional questions for future surveys. It was generally agreed that some method of gathering information from students as they Dropped or Withdrew from DE courses about the reasons for their Dropping/Withdrawing from the course would be critical to assess DE courses, programs and support services.

3. **Member Communication:** Peter demonstrated the District Distance Education Gateway website and its evolving tools and information. There is a "Faculty" section of the District gateway which provides more faculty specific information in addition to the information that is more generally accessed by students. There was a question about whether the "Faculty" section was also accessible to staff.

Ron demonstrated the newly revised "Distance Learners" web pages which were updated over winter break. Committee members suggested that a button be added at the top menu which would link to information about online courses and programs so that students could more readily find that information.

Ron also distributed a draft brochure about DE at CSM and solicited committee feedback. Suggestions were: add student quotes; include language on benefits or opportunities of DE courses; larger font size for URL on front cover and adding the DE URL inside; explore possibilities of translating the information into other languages.

The next DEC meeting is scheduled for February 16, 2011.