

College of San Mateo Distance Education Committee

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

Attendees: Laura Demsetz; Betty Fleming; David McLain; Madeleine Murphy; Rosemary Nurre

Chair Martha Tilmann had asked Laura Demsetz to conduct the meeting, since Dean Tilmann was out of the country.

The meeting topic was assessment of the Follow-up Report/Additional Documentation
Recommendation #3
College of San Mateo: December 2008

After commentary and discussion, all agreed that the most efficacious approach would be to construct a statement of our collective understanding of the issues noted in the Follow-up Report, determine what more information we need, and what means are available to resolve issues. Issues in the Follow-up Report fall into five primary categories:

- Description/definition of the direction and depth of the DE Program
- Evaluation:
 - Effectiveness of delivery methods
 - SLOs/ Student success and retention rates; other ways to measure success
 - Policies/procedures for faculty evaluation
- Operational consistency:
 - accurate descriptions of course characteristics
 - consistency in 'look and feel' of web sites, navigation, etc.
(implication for choice of course management system)
- Delivery Modes – descriptions and distinctions
- Communication/Information transfer issues
 - Clarify expectations of students (policies, services, etc.)
 - Clarify expectations of faculty ('best practices', policies, etc.)
 - Widest exposure to information

This summary will be circulated among the DE committee members via email for additions and revisions. The first round should be completed by March 24th. The goal of the March 31st committee meeting will be to finalize the DE Committee mission statement and apportion tasks.