

## **DEETC Meeting Summary Notes**

Monday, September 22<sup>nd</sup>, 2014

1:00 p.m. to 2:00 p.m.

18-206, Center for Academic Excellence

**Committee Members in attendance:** Lehigh, Steven; Martin, Theresa M.; Nurre, Rosemary; A. Perot, Annette; Taylor-Mendoza, Jennifer; Witham, Jasmine; Alexander, Alexis

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### **Summary:**

Reviewed Agenda, agenda was approved by the committee.

Alexis recommended Robert's rules of order as new business, and this was approved by the committee, however J.T.M. suggested tabling that discussion for a later meeting as certain materials are needed to bring the group up to speed on R.R.'s

The committee agreed that Jazmine would take the notes for this meeting.

The group, led by Jennifer, discussed meeting dates and if we should be meeting biweekly. Rosemary N. stated that the number of meetings is reliant on what we are trying to accomplish. Jennifer mentioned meeting monthly 3rd Mondays at 1pm-2:30pm and Alexis mentioned there was a lot we can do online. The group decided that the once a month meeting format will work for fall 2014 and can be revisited in the spring.

Alexis and Jennifer reviewed the DE Plan goal for 2009/10-2011/12 to show what we are lacking in our current plan. At this time we need to develop action items.

### **Distance Ed Plan Review:**

To create an example of what needs to be done, the group took a look at Objective #1 which is related to faculty evaluation. The group reviewed the history of online faculty evaluation at the college and the fact that the new evaluation form has been ratified. Our goal is to monitor the process for rolling out to students. This will involve putting the evaluation process online. Jasmine will be the lead for this project.

The group then discussed action steps for Objective #1, and the steps that were developed were as follows

#### **Action Steps**

- DEETC monitor new evaluation process and provide recommendations for improvement

Review of the Action steps sparked a discussion on the evaluation of online courses (Theresa mentioned this should be moved to another category that isn't the evaluation of the teacher)- since there is concern about conflating course evaluation with faculty evaluation the group decided to these recommendations to Objective 3 which is assessment of online courses. This was recommended first by Rosemary N.

The final recommendation of this was to make this part of the program review for the division, the group agreed that there should be a section in program review for online course development and improvement.

#### Research - Access to view course for best practices

The group discussed the fact that at this point no one on campus, including the DE person, has the right to review or evaluate online courses, unless requested by the faculty. This makes it difficult to assess what we have. Jazmine mentioned there are currently 70 classes being taught online this semester.

#### Resources

At this time resources for DE are very limited, and there is no assistant for the dean. We have no one to take notes at the meetings or help with setting up workshops. Jennifer mentioned that a dean assistant position is moving through the system and that someone will be hired soon.

#### Action Items:

- Look at DE website for CSM to see if there are any recommendations
- Need to hire a DE coordinator, what will the person be doing and what are the needs.
- Need to get a full-time instructional designer, currently only 50% instructional designer.
- Jennifer and Alexis will draft the plan online and then we can collaborate online this semester to complete it.
- Review substantive report

Meeting was adjourned at 2:00 pm.

