

**Distance Education and Educational Technology Committee
Meeting Summary**

Tuesday, November 3, 12:30 p.m. to 1:30 p.m., 18-206

Members present: Tania Beliz, Diana Bennett, Theresa Martin, Lee Miller, Rosemary Nurre, Steven Lehigh, Chris Smith, Jennifer Taylor-Mendoza, Jasmine Witham, Jing Wu, Jielin (Jessi) Yu (student representative)

Guests Present: Milla McConnell-Tuite

Action on Agenda: Reorganization of Agenda Items

Action on Meeting Summary: (October 6, 2015) Approved with no modifications.

Issues Discussed:

- Data Update - Milla
 - The midterm report for accreditation is due early next Fall and they are collecting the documents required. We have received recommendations regarding distance education and closing the achievement gap between distance education and face-to-face courses for several cycles.
 - Milla passed out three items: A) ACCJC recommendation for DE, B) Withdrawal rates data (she thinks withdraw rates have more utility than retention rates). DE withdrawal rates are 1-2 percentage points higher in DE. We are within top quartile in state for retention and course completion. C) Survey from students who withdrew since 2012 (a longer time span than previous report). Majority of withdrawing students have taken a DE course before, and majority like online courses, most would take a course again. Top reasons include some factors we don't have control over, and some that we do. For example: 1) difficulty accessing internet for my online courses. Conclusion, we need to provide computers for students. 2) Unable to attend meetings required on campus. This brings up the difficulty with hybrid courses. 3) Don't have appropriate study environment – not sure what this means. 4) Not having current/appropriate version of software. 5) Not accurately anticipating amount of time required by their online course. 6) Majority of students were not aware of course readiness self-assessment tool. Most students are combining online classes with f2f, there are higher numbers of Asian and international students than general population; more drops are women, they are older (25-34), ethnicity reflects overall population except for the Asian students take courses at a higher rate. Questions arose about how many non-native speakers are taking online courses.
 - Milla thinks that the data supports adopting new platform, and support for staffing the distance education program.
- District Distance Education Programming and Professional Development Proposal Update - Diana

- At the all-district forum on DE on October 16, 2015, all three campuses supported joining cohort 2 in April and adopting Canvas. Course design rubric and effective contact hours are being vetted with faculty. The forum was well attended, in person and remotely
- Professional Development Program for faculty will come out at the end of the semester
- OEI Adhoc Committee of DEETC - Jennifer
 - A group met including Tania, Teresa Morris, etc met. Jennifer Hughes suggested task force of DEETC including various constituent groups to look at campus implementation of OEI resources. The group discussed how the process would work. Milla suggested small workgroup of 3 or 4 who report back to DEETC. Jasmine pointed out rollouts will be district-wide and there will need to have representation on district planning group. Group decided to keep the item with the whole DEETC with no special task force until district gets further along.
- Identify Annual Goals for 2015-2016 – Jennifer and Jasmine
 - IPC is asking for each committee to submit goals for 2015/2016 and their alignment to institutional mission and priorities, due November 30th. DE Plan could serve as the basis for annual goals, but the annual committee goals are the work of the committee. Use Committee Mission and Tasks as guidelines as well. Yearly assessment is required as follow-up. David mentioned that one Academic Senate goal is to follow OEI progress.

Meeting adjourned at 1:15pm

Agenda for Next Meeting: Milla will come back to talk about online survey, Third-party products (e.g. Mastering, Turnitin, other apps integrated with Moodle), and OEI resources

Next Meeting: Tuesday, December 1, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Theresa Martin on 11-3-15