

**District Online Committee - Minutes**

 Wednesday, November 14, 2018 ~ 1:00-3:00 p.m. ~ CETL - Doyle Library (3<sup>rd</sup> Floor)

Agenda Items	Activities and Outcome
<b>Members Present:</b>	Lisa Beach (Director DE, co-chair) (A**)      Michael McKeever (Computer Studies) (F) Alicia Virtue (Dean, LRET) (A*)                      Mike Roth (IC) (Ex Officio) Erin Sullivan (Faculty, Behavioral Science) (FAFA) Amanda Greene (Counseling) (F) Alice Hampton (Child Development)(F**)      Andrea Thomas (KAD)(F) Jessica Harris (Library) (F) Michelle Vidaurri (Dir, Student Success)(Ex)      Kaitlin Wood (Student Success Specialist) (C) Debbie Gonnella (C) Invited guests; Phyllis Usina, Josh Adams, Ethan Wilde, Sujan Sarkar
<b>Welcome and Approve Meeting Minutes:</b>	The minutes of the October 10 meeting were approved.
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>At the President College Council meeting that Brenda Flyswithawks strongly advocated for the replacement of the Instructional Designer position.</li> <li>Lisa presented about the technical possibility to join the Course Exchange at the November 7<sup>th</sup> meeting of the Academic Senate (see additional notes in the minutes, CVC-OEI section).</li> </ul>
<b>Distance Ed and state updates: [Lisa]</b>	<ul style="list-style-type: none"> <li>The 115<sup>th</sup> Fully Online College is moving forward. Hiring has begun; the search for a CEO continues.</li> <li>There is conversation at the state level about professional development support for online. Lisa referenced new Title 5 wording states that instructors need to be prepared to teach in the online modality, this has created discussion around what professional development should support this objective. A survey has been issued and Lisa will be presenting the results to the DE Coordinators.</li> <li>Distance Education Guidelines (state level) – Last updated in 2008. DETAC (Distance Education and Technology Advisory Committee) working on updating the guidelines, which will reflect changes in technology and pedagogy.</li> <li>Questions about 115<sup>th</sup> were discussed. The concept of the 115<sup>th</sup> is that wouldn't target the same students as are taking courses at the other community colleges.</li> <li>Advertising campaign has been launched at SRJC to let students know what we have available in fully online certificates – campaign coincided with the launch of the Spring 2019 schedule of classes in Instagram and Facebook and the online Press Democrat. Suggestions received regarding messaging in our advertising campaigns to let students know that we have several certificates that are readily obtained and in short time periods.</li> </ul>
<b>Mobile app and Starfish integration report: [Michelle]</b>	<ul style="list-style-type: none"> <li><b>Mobile App:</b> Grant received by Student Success Petaluma to scale up and expand mobile app platform. Offers opportunities campus wide. Integrates with SIS and Canvas.</li> <li>New features include: event management with QR code checking, Personalized experience, customized cohort based communication (such as contextualized messaging for first year experience students).</li> <li>Canvas integration includes ability to view online course calendars, canvas assignments and grades and interact with Canvas such as ability to view post and reply to discussions and online course content.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supports Accreditation Standard 11C.5 which requires equitable services for DE students. Discussion occurred regarding what evidence is collected and how it is reported.</li> <li>• Michelle will follow up with DOC regarding kick off date and timing.</li> <li>• <b>Starfish:</b> Highlighted integration with Canvas. Would take students to external platform (Starfish) through Canvas. Single Sign On allows easy navigation to Starfish from Canvas. At this time not asking for faculty engagement. Will be calling it “My Success Manager” and will be to send notifications and messages to students to connect to them to the college and resources as a retention effort. Potential: Could become an early alert, early intervention tool, if SRJC pursued that option although not used in that capacity right now.</li> <li>• Michelle will return to the December meeting to address some of the questions raised in discussion.</li> </ul>
<p><b>DOC- CRC discussion items</b></p> <ul style="list-style-type: none"> <li>• <b>Six year course reviews and DE addenda</b></li> <li>• <b>COR Language for DE courses</b></li> <li>• <b>New state DE addendum guidelines</b></li> </ul>	<ul style="list-style-type: none"> <li>• Six year course review cycle. The DE addendum associated with a course doesn’t necessarily get reviewed as part of that 6-year review process. Name change from DE Proposal to DE Addendum. Does DE addendum get a full review in tandem? Does it go to subcommittee of CRC that reviews initial DE addendum? Or does some other group review it (such as Cluster Tech) if it is to be reviewed? Group discussion ensued.</li> <li>• SIS being fixed to make it possible to easily see the DE addendum in the same interface where we are able to see the COR.</li> <li>• Discussed distinctions between lecture and lab. Can’t assign additional homework when are in a lab. More direct language may help with description of lab use in a DE addendum.</li> <li>• New DE guidelines – state level initiative. This will include updating guidelines for DE addenda as part of this initiative. Suggest hold off making any changes to SRJC addenda form based on this state level activity.</li> <li>• <b>Motion, Seconded and Confirmed: DOC recommends the DE addendum associated with a Course Outline of Record be reviewed at the same time as the six year review cycle for a course occurs.</b></li> </ul>
<p><b>CVC-OEI discussion follow up: [Lisa]</b></p>	<ul style="list-style-type: none"> <li>• Lisa presented an initial discussion item at the November 7 Academic Senate meeting that it is now technically possible for SRJC to join the Course Exchange. Some of the takeaways based on comments and questions was there is a lot of misunderstanding about what the Course Exchange is, how it is related to the new Fully Online College, what would it mean in term of faculty evaluations, course homogenization, enrollments, etc.</li> <li>• It is likely that the matter will be returning to Senate for further discussion.</li> <li>• <b>Next Steps</b> (in not any particular order): Hold Town Hall, develop FAQs to address the options (115th, Course Exchange), keep working with Senate and help anticipate concerns. Start working document of possible questions. Lisa will initiate Google Doc and share presentation for committee.</li> </ul>
<p><b>Discussion: New drop report data usage: [All]</b></p>	<ul style="list-style-type: none"> <li>• Lisa presented an overview of the Fall 2018 Online Section Drop Report results. This is a survey that asks students who dropped an online class to identify the main reason for the drop. Students can only chose one option. The survey has been recently updated to better align the reasons with the context of online instruction.</li> <li>• Lisa will send out survey results for committee review.</li> </ul>
<p><b>Ongoing discussion of 115<sup>th</sup>: [All]</b></p>	<p>This items was moved to the December meeting.</p>
<p><b>Adjournment</b></p>	

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**Committee Function [CF]:** 1) Promote the knowledge and understanding of Distance Education across the District. 2) Provide a forum for the discussion of and assisting with online issues related to curriculum development, faculty training, and faculty support. 3) Conduct regular assessment to determine online learning needs. 4) Develop and recommend District policy and procedures in the area of online learning. 5) Maintain a set of best practice recommendations for online instruction. 6) Provide input on the Online Learning website. 7) Provide advice as requested on matters related to online instruction. 8) Consult with the Educational Planning & Coordinating Council (EPCC) on matters related to online instruction.

<b>Meeting Dates &amp; (Note Takers):</b>	9/12/18: Leena Her <del>10/10/18: Liz du Plessis</del> 11/14/18: Mike Roth 12/12/18: Andrea Thomas	2/13/19: Anna Valdez 3/13/19: Debbie Gonnella 4/10/19: Jessica Harris 5/8/19: TBD
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