

Distance Education Committee Minutes

Date and time: December 7th, 2015 3:30 PM

Location: GE 118

Members Present: Mary Conroy, Phil Crawford, Celia Cruz, Charles Heimler, Heidi Kozlowski, Padma Manian, Margarita Mitevaska, Dorothy Pucay, Sydney Sukuta

Agenda Items:

PUBLIC COMMENTS:

There is discrepancy of student evaluation of online courses for faculty. We need to continue to press for widespread adoption in all divisions and departments that offer online courses.

DISTANCE EDUCATION PLAN:

Printed copies of sample DE plans were distributed to the committee by Kozlowski.

Discussion:

The committee needs to adopt/review/revise the DE mission, vision and values.

Early March 2016 a draft is due for the committee

The plan should be 2015-2018

Explore offering online programs

CREATING AND STORING A LIST OF SJCC FACULTY WHO HAVE MET MINIMUM QUALIFICATIONS

Discussion:

Who should house or be responsibly for the list? Academic Affairs? The new dean of DE? If there is a qualified faculty member, that faculty member should have priority to teach online as opposed to someone who is not already a SJCC faculty member. Deans need to know who has met qualifications when determining scheduling.

REPORT ON ON-GOING MOODLE INTERFACE PROBLEMS WITH WEBREG AND STUDENT ENROLLMENT

Discussion:

Conroy reports that students are added into MyWeb, but not Moodle

Other faculty noted that students are not dropped from Moodle after they have dropped the course

Another faculty member noted that important email on Office 365 is automatically going to "Junk" or "Clutter"

ITSS is aware of the problems

UPDATES ON CANVAS/MOODLE/OEI (including training and accreditation)

Discussion:

Substantial Change Report (Heimler)

"DE College" or online college if ½ courses needed to graduate or major are online

If we are defined as this, we are required to file a form. Faculty input is needed if we need to file a change report. More information and definition is needed.

ACJCC will be looking at “regular and effective contact” in online courses offered at SJCC. Fall 2016 instructors need to clearly show evidence of this in their courses. Some ideas include sharing the DE course outline supplement to faculty in meetings or having faculty include what kinds of contact they are using in their course syllabus if they are not doing so already. Adopting the OEI course rubric will clarify what “distinguished to exemplary” contact ought to be.

The meeting adjourned at 4:40 PM