

Distance and Online Education Committee Meeting Minutes

October 21, 2013 – 1:30-3:00 p.m. – AGB 106

Members Present: Bob Bramucci, Allison Camelot, Anne Cox, Patty Evans-Wallin, Monica Friedrich, Patti Flanigan, Caroline Gee, Scott Howlett, Jenny Langrell, Nicole Major, Sherry Miller-White, Joyce Quade, Valerie Senior, Pat Sullivan, and Ken Woodward

The DE Committee is an open committee and anyone is welcome to join.

Review of Minutes

- Please review the minutes from September 16, 2013 and let me know if there are any additions or corrections.

Goals 2013-2014

- We may add the following goals:
 - Establish and implement a standard for regular and effective contact for online courses.
 - Explore and create a Saddleback College Testing Center for online and face-to-face for students and community members.
- **Note: To include the coordination of online proctoring services.

Online Education Workgroup – Guidelines, Procedures, and Learning Opportunities

- Patti shared what the goals and purpose of the workgroup.
- Workgroup –
 - Driving force for the workgroup: New Accreditation Standards, U.S. Department of Education – Regulations for Online Education, and Student Success Initiative
 - The workgroup is not a decision making body
 - Reports to the DE committee
 - Research and review – best practices for what are other colleges doing
 - New website to disseminate information:
<http://www.saddleback.edu/oelr/online-education-guidelines-procedures-and-learning-opportunities>
 - Possible Colleges for Research: Cerritos, Coastline, Mira Costa, Santa Monica and Pasadena
 - Key Areas of Interest:
 - Curriculum
 - Professional Development for faculty, staff, and administrators
 - Learning Opportunities for students
 - Students Support Services
 - Library Services for Online Learning

Technology

Regular Effective Contact Hours

- Next meeting, November 4th from 1:30 – 3:00 pm in LRC 337
- DE and Accreditation
Cathleen Greiner, IVC's Dean of Online and Extended Education, recently went on an Accreditation site visit team and Patti will ask her if her team was given any specific criteria regarding DE. Also, Jenny will check the [ACCJC](#) website to see if they have provided any documentation regarding the evaluation of DE courses.
- The standard for Regular Effective Contact will come out of the DE Committee.
- The goal of this committee is to have our review of Regular Effective Contact completed by the end of Spring 2014.
- Evaluation of Online Classes – Discussion – on hold

Ongoing Issues

- **Curriculum**
Review of DE Curriculum – Discussion – on hold

- **Blackboard and Brownies/Bagels**
Kathy Damm is the ITL Coordinator and leading the Blackboard and Bagels this year. The first meeting will be November 1st in the ITL/CIDDE – BGS 249 and all are welcome. <http://www.saddleback.edu/oelr/professional-development>

- **Faculty Mentor Program**
The ITL is currently working on Faculty Mentoring. We are asking full-time faculty to volunteer two hours to work with part-time faculty that are asking for mentoring. For the part-time faculty that participates in the mentoring program, they will get a certificate that can be shared with their dean during their evaluation process.

Claire is working on the Faculty Learning Communities for 2013-14:

<https://www.saddleback.edu/asenate/itl>

Also, Patti discussed all of the scheduled Professional Development Activities:

<http://www.saddleback.edu/oelr/professional-development>

Building Blocks

- Voice Thread Demo – Valerie discussed what Voice Thread can do and encouraged us to go to voicethread.com for additional information and demos. Valerie has also been working with Voice Thread trying to get a two year contract. A two year contract for both campuses will cost approximately \$15,000.

- The Scantron trial is on hold due to the fact that the server needs to be upgraded and that won't take place until mid-spring. The trial will take place after the upgrade.

Blackboard Update

- CIDDE Blackboard Upgrade page:
<http://www.saddleback.edu/de/cidde/BlackboardHelp/Bbupgradesp13.html>
- At this point it seems that we will upgrade to SP13 during the spring semester.

Next Meeting: November 18, 2013