

## **Distance Education Advisory Committee Minutes of the Meeting of May 1, 2014**

Members Present: Gloria Darafshi, Chialin Hsieh, Don Lariviere, Kim Lopez, Lisa Palmer, Jane Rice, Janet Stringer, Diva Ward

Members Absent: Gregory Anderson, Ana Miladinova, Candice Nance

The meeting was called to order by Janet Stringer at 2:30 pm.

### **DEAC Website**

Jane Rice presented the new DEAC website, which includes committee information, as well as resources for online faculty. It also links to and from the Distance Education site, which provides information about DE for students. Members were asked to forward recommended changes to the DEAC site to Jane Rice.

Gloria Darafshi suggested providing more information for students on the DE website regarding the way a distance education class works, since there are many different approaches to DE. We would need to figure out a way to show different types of online course interactions, which is difficult because they aren't static. Janet Stringer suggested adding information about the DRC on the page that lists Student Services for DE. Don Lariviere said he would provide a short description of DRC services available online.

### **Online Tutoring**

Diva Ward presented a plan to begin offering online tutoring on a limited basis in the summer, using email. Students would be assured a 24-hour response to requests. A couple of tutors will need to be trained. The purpose of the pilot would be to evaluate student need and interest, before developing a more robust system for interaction between students and tutors. Diva suggested focusing on writing and perhaps targeting students in a few specific online classes offered this summer, such as English 100.

### **Approval of Minutes**

Minutes of the meeting on March 6, 2014, were approved as amended.

### **Degrees Available Online**

Janet Stringer presented results of her review of degree requirements for various majors with respect to distance education course offerings. She has determined that it is now possible to complete entirely online all of the requirements for two of the majors offered at Cañada: 1) AA Degree in Interdisciplinary Studies with Emphasis in Social and Behavioral Studies and 2) AA Degree in Economics.

In addition, there are a few other majors that can be completed mostly online: AA Degree in Psychology (except for PSYC/SOCI 205), AA Degree in Sociology (except for PSYC/SOCI 205), AA Degree in Geography (except for one additional GEOG class), AA Degree in Political Science (all required classes have been approved, but not all are currently taught online). The Certificate in International Business is also intended to be available online at some point. We cannot, of course, promote these other degrees or certificates as online, if all of the requirements are not available online on a regular basis.

Committee members agreed that it would be useful to students to promote the availability of the two degree pathways that can be completed online. If we do so, we would need to submit a substantive change proposal to the ACCJC and ensure that the courses currently available online would continue to be available. It was agreed that it would be a good idea to review some of the other more popular majors to determine whether they could be made available entirely online in the near future.

The earliest we could possibly promote the two current online degree pathways would be in the spring 2015 class schedule. We will need to develop a timeline for this process, working backwards from the deadline for the schedule, which is in August for the spring schedule. Janet Stringer will present the idea to the President's Council next week. If the Council agrees that we can and should work towards this goal, we will then begin writing the substantive change proposal and present it to the SMCCCD Board of Trustees in June. Chialin Hsieh will determine whether it would still be possible to get a response to the proposal from ACCJC during the summer. If not, we would probably need to wait until the fall 2015 semester.

Promoting entirely online degrees will necessitate the easy availability of e-counseling. Janet asked whether it would be possible to designate a counselor for online learning. Kim Lopez noted that there is already a designated e-counselor, but suggested that since Gloria is a DEAC member, she could serve as a contact point within Counseling for DE, providing information to other counselors, and that her contact information could be provided in the promotional material for the online degrees. Kim also suggested that a tutorial of some sort for DegreeWorks would be very beneficial for this group of students.

The meeting adjourned at 3:50 pm.

Submitted by Jane Rice