

Distance Education Advisory Committee Minutes of the Meeting of November 7, 2013

Members Present: Gloria Darafshi, Chialin Hsieh, Don Lariviere, Lisa Palmer, Ana Miladinova,
Jane Rice, Janet Stringer

Members Absent: Gregory Anderson, Kim Lopez

Agenda:

Review enrollment data

Janet presented online and hybrid class enrollment data for the past three years. The data continue to show a steady increase in online enrollments, with increases of approximately 10% in each of the past three semesters.

Review updates to the faculty handbook

Revisions of the Distance Education Handbook, previously sent to committee members, were approved, with some corrections.

Review and approve strategic plan

The Distance Education Strategic Plan for 2013-2014 was approved.

Review results of student surveys

Jane presented results of the DE Student Interest Survey for the spring, summer and fall terms. The data show that the overwhelming majority of our online students consider their home campus to be Cañada (70%) or one of the SMCCCD colleges (95-100%) and most are only taking one online class. Their main motivations for enrolling in online classes are that they fulfill degree/transfer requirements and they fit with their work schedules.

Review and discuss use of faculty check list

The check list is intended primarily as a tool for communication between deans and faculty who will be teaching online courses. It summarizes the policies that online faculty should be aware of. Janet explained that when she uses it, she highlights any changes in policy that are new. No changes were recommended.

Submitted by Jane Rice