



Santa Ana College
Distance Education Advisory Group
Minutes – October 7, 2015

To: Distribution

From: Cherylee Kushida, Chair, Distance Education Advisory Group

District Mission: The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Distance Education Mission: Our mission in Distance Education at Santa Ana College is to provide our students and faculty with the highest quality distance education program. We accomplish this mission by assuring that coursework for our students provides the depth and breadth of a quality post-secondary degree education while insuring the use of leading edge technology and excellence in teaching.

Members Present: Jodi Coffman, Crystal Jenkins, Elliott Jones, Zachary Fish, Annie Knight, Cherylee Kushida, Rick Manzano, John Ross, Jr., Roy Shahbazian

Topics:

- **DE Correlations for Classroom Observations**
 - Presented as an informational item to Academic Senate, 9/22/15.
 - Some departments have begun to use it.
 - It is posted on the DE website. Cherylee will send out email to DE faculty to assure notification of use.
- **SAC Course Templates**
 - Course templates for classroom and online were further reviewed and discussed.
 - Goal – to begin usage in Intersession/Spring 2016 semester with faculty survey input for Fall template updates.
 - Cherylee will update templates and provide to Advisory Group for emailed response.
- **DE Test Proctor form**
 - Form was updated and is available on DE website:
<http://www.sac.edu/AcademicAffairs/DistanceEd/Documents/Faculty%20Resources/DEOfflineProctoringForm.pdf>
- **Advisement Plans for Online/Hybrid**
 - Plans are available on the DE website, under [Advisement Plans](#):
 - Advisement Plans with Online/Hybrid indications:
 - [Plan A Advisement Sheet \(PDF\)](#)
 - [Plan B Advisement Sheet \(PDF\)](#)
 - [Plan C Advisement Sheet \(PDF\)](#)
 - Advisement Plans for Online/Hybrid ONLY
 - [Plan A Advisement Sheet Online/Hybrid ONLY \(PDF\)](#)
 - [Plan B Advisement Sheet Online/Hybrid ONLY \(PDF\)](#)
 - [Plan C Advisement Sheet Online/Hybrid ONLY \(PDF\)](#)
 - Presented to Counselors at Counseling Department meeting and President's Cabinet
 - Cherylee will work on increased selections for students as well as a plan for continual offering.
- **LMS Taskforce**
 - Sandbox will be populated to include DE Advisory Group.
 - Bb has new "Ultra" system that is Canvas-like and will need to be reviewed. Latest availability news is for next fall 2016. It will need to be reviewed to compare to Canvas. We will be in the "Ultra" sandbox to test.
 - Quotes for the new Bb pricing have been requested. RSCCD's Bb license expires in June 2016 and will need to be renewed.

Next Meeting's Agenda will include:

- Addressing of any Template issues on Intersession/Spring Rollout
- LMS Taskforce Updates
- Discussion of best practices for faculty use of LMS

Next Meeting: November 4, 2015, 8:00 – 9:30am, A-101

Members:

Jodi Coffman
Zachary Fish
Mary Funaoka
Crystal Jenkins
Elliott Jones
Annie Knight
Cherylee Kushida
Rick Manzano
John Ross Jr.
Dennis Sadler
Roy Shahbazian

cc: James Kennedy