



Santa Ana College  
Distance Education Advisory Group  
Minutes – November 4, 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.

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Members Present: Zachary Fish, Annie Knight, Cherylee Kushida, Rick Manzano, Dennis Sadler, Jr., Roy Shahbazian

Topics:

- **SAC Course Templates**
  - Course templates for classroom and online classes will be used to create Intersession courses by the end of the week. Spring courseshells with templates are planned to run sometime next week (week of 11/09).
  - Discussion advised that DE send out an email to faculty regarding new course templates and purpose. Main points:
    - Changes for consistency of course organization was based on student survey findings.
    - Easier starting point for faculty to begin use of Bb.
    - Provide representative student quotes.
- **LMS Taskforce**
  - Canvas sandbox has been made available for taskforce and DE Advisory Group members.
  - Currently waiting on Canvas for a web meeting date for Q&A with taskforce.
  - Planning for Bb "Ultra", new Bb comparable version, to be presented Jan/Feb.
- **Student PLO Survey**
  - We revised the prior DE Student SLO survey to include PLOs.
  - It was noted that in the types of engaging/interactive tools used in the course should be asked in the Spring Faculty Survey.
  - Survey will be sent via email to all current FA15 DE students the week of 11/09/15.

**Next Meeting's Agenda will include:**

- Addressing of any Template issues on Intersession/Spring Rollout
- LMS Taskforce Updates
- PLO Survey Results
- Online Degree Pathway course discussion

**Next Meeting: December 2, 2015, 8:00 – 9:30am, A-101**

Members: Jodi Coffman  
Zachary Fish  
cc: James Kennedy

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