



Santa Ana College
Distance Education Advisory Group
Minutes – April 16, 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: Crystal Jenkins, Elliott Jones, Cherylee Kushida, Roy Shahbazian

Topics:

- **Online Faculty Survey**
 - Discussed prior survey and changes to meet current needs.
 - New survey will be sent to all faculty
 - Cherylee will revise and send out for review
- **DE Correlations for Classroom Observations**
 - There is a need for faculty and administrators to understand how the DE classroom observations relate to traditional classroom criteria.
 - There was general discussion around a suggested approach and document review.
 - Suggestion to do a flexweek activity after the document is approved.
 - It was proposed that we bring forth to Academic Senate for approval in the fall.
 - DE Advisory Group members need to review the draft and bring changes/suggestions to our next meeting.
- **LMS Taskforce update**
 - We need more faculty from Humanities and Kinesiology – Cherylee will contact faculty members
 - Still in need of three students – if Student Life is unable to find volunteers, we will contact DE faculty
 - **ALL DE ADVISORY GROUP MEMBERS ARE NEEDED!**
 - **Meeting date: April 30th 3:00 – 4:30pm, @SAC**, exact location to be announced soon
- **Proctoring and Test Center**
 - Discussed revision to Proctoring form
 - Cherylee will update list of possible proctors, reorder "Institution" first, and look into NCTA usage.
 - Discussed problem of test center usage in handling large numbers of DE students and test proctoring/hybrid courses taking up classrooms for the entire semester.
 - Cherylee will look into the number of courses that utilize classrooms

Next Meeting's Agenda will include:

- Approval of DE Correlations for Classroom Observations
- Review of DE PLO's
- Review of Online Student Survey Results
- DE Research Report Review and distribution

Distance Education Program Level Outcomes (PLOs)

DRAFT

- 1. Distance Education students will be able to demonstrate knowledge of the successful online learner skill-set.**
 - All Online Degree Pathway students will demonstrate knowledge of the online readiness skill-set with a required completion of the "SAC Student Online Orientation".
 - Measurement: Successful completion of the SAC Student Online Orientation
 - Distance Education students will be able to demonstrate knowledge of the online readiness skill-set by completion of the "SAC Student Online Orientation" when required by their instructor.
 - Measurement: Successful completion of the SAC Student Online Orientation
- 2. Distance Education students will experience engaging and dynamic online instruction.**
 - Distance Education courses will have comparable course retention/success to that of our classroom instruction.
 - Measurement: District Research report – Online and Traditional course comparisons
 - Distance Education faculty will be required to complete and maintain the Online Teaching Certification requirements of the college.
 - Measurement: Successful completion of the Online Teaching Certification prior to online/hybrid instruction
 - Students utilize effective learning tools to assist them in completion of their coursework.
 - Measurement: DE Student survey results and district research report

Next Meeting: May 21, 2015, 1:30 – 3:00pm, A-101

Members:
Matt Beyersdorf
Jodi Coffman
Ray Hicks
Crystal Jenkins
Elliott Jones
Cherylee Kushida
Rick Manzano
John Ross Jr.
Dennis Sadler
Roy Shahbazian

cc: Omar Torres