



Santa Ana College
Distance Education Advisory Group
Minutes – September 9, 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, Zachary Fish, Mary Funaoka, Annie Knight, Cherylee Kushida, John Ross, Jr.,
Dennis Sadler, Roy Shahbazian

Topics:

- **Welcome to Mary Funaoka, Annie Knight and Zach Fish to our DE Advisory Group!**
- **DE Correlations for Classroom Observations**
 - May update reviewed
 - Moved Discussion board for questions from #3 to #5
 - Advisory Group to do a final review
 - Cherylee will verify with Academic Senate that an information item is appropriate for fall.
- **SAC Course Templates**
 - Revised course templates for classroom and online were briefly reviewed.
 - Advisory Group is asked to review in more detail for clarity for instructors and students.
 - Would like to be ready for Template usage in Intersession/Spring if possible.
 - Motivation for template improvement is to assist faculty in the use of Bb for student course clarity and ease of student access to course materials.
 - Cherylee will add additional informational items, including a checklist of instructor changes to make with brief video and will email group when ready for review.
- **DE Certification Modules**
 - Modules have been more fully infused with the OEI Course Rubric for improved course practices and for instructor preparation for the OEI system.
 - It was noted that faculty needs to be aware that the rubric is how they will be evaluated for OEI instruction.
 - Notice to current DE faculty on the use of the OEI Rubric as a best practice with certain necessary criteria will be sent out in the next month.
- **DE Test Proctor form**
 - Form was reviewed for changes to preferred proctors.
 - Need for a link to <http://www.ncta-testing.org/> and CCCCO for community colleges for test center options.
 - Cherylee will add links to the form.
- **Fuse Relay app**

- There is an app for smartphones that allow video recordings on a phone to be sent to the Relay server for storage and captioning! Think of a guest lecturer to “bring to class” or a new adventure to share.
- Instructions will be sent to Advisory Group and available on website for DE faculty
- **LMS Taskforce**
 - Has not yet met this fall.
 - Sandbox is available, but not well used yet.
 - Anyone that would like input on the Canvas and Blackboard evaluation, please join the taskforce!
 - In June the OEI announced that college Canvas instances would be paid for by the OEI. The taskforce needs to investigate the robustness of Canvas for our students and the additional building block costs for Canvas. Blackboard has not yet provided revised charges at this time, but would like to show a demo of new fall 2016 upgrades to Bb.
- **Guest: Maria Aguilar-Beltran, Test Center Coordinator**
 - Maria is open to DE student use of the Test Center and working closely with DE faculty.
 - There will be a growth of approximately 70 new computers in the newly enlarged Test Center!
 - Students are spread out in the center by test, such that students taking the same test are not placed in close proximity.
 - They are looking at various lock-down software programs.

Next Meeting’s Agenda will include:

- Final approval of DE Correlations for Classroom Observations
- Review of SAC Course Templates – determination of implementation
- LMS Taskforce Updates

Next Meeting: October 7, 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