



Santa Ana College
Distance Education Advisory Group
Minutes – October 1, 2014

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: Ray Hicks, Crystal Jenkins, Elliott Jones, Cherylee Kushida, Rick Manzano, Dennis Sadler, Roy Shahbazian

Topics:

- DE Course Review Update
 - Reviewed findings:
 - Regular Effective Contact approx.: 53% evidenced in Bb shell – others may be in email
 - ADA Compliance : 55% evidenced. Some are announcement one-time videos that are not captioned
 - DE, not CE (multiple scored activities, not-self-paced): 66% evidenced in gradebook items. Difficult to examine, many have more detail in syllabus.
 - Discussed:
 - Many courses will be going through their Curriculum Quadrennial review which will update DE courses to show student: student and student: instructor interaction within the courseshell.
 - Reminder to faculty that videos must be CC accurately for reusable videos and not to reuse one-time use videos.
 - Need for one-on-one mentoring for best-practice instruction and to assure quality DE courses.
 - Sent list of 20 courses, have all courses available in one account if requested
- Online Degree Pathway
 - Article – Yay for us!
 - There was a recent Inside Higher-Ed article, [High Impact, Low Participation](#) on “strategies that work best to help students get to graduation”.
 - *“The new research adds to the case for 13 specific practices that work particularly well (see box). Some can have a big impact on student retention and graduation rates.”*
 - We should feel very good about our Online Pathway program!

High-Impact Practices

Academic goal setting and planning

Orientation

Accelerated or fast-track developmental education

First-year experience

Student success course

Learning community

Experiential learning beyond the classroom

Tutoring

Supplemental instruction

Assessment and placement

Registration before classes begin

Class attendance

Alert and intervention

- Math for Pathway
 - Discussed need for Math 060, 080, 140 offerings in Intersession and summer. Pathway semester courses prohibit Math pre-req course in the plan. Although if a student has the room, it is suggested and planned.
 - It was brought up that a Math “Refresher” would be helpful as many students are transfer and have not taken a recent math course.
 - Roy will begin looking into the creation of a Math Refresher for MATH080. We will have students utilize it and go from there for a refresher on MATH060 and MATH140.
- Online Orientation for DE students
 - Suggested that all DE students should take the SAC Online Student Orientation. Pathway students are required to do so, but DE students are only required if their faculty requires this for their class.
 - DE will send an email to all DE students two-weeks and one-week before classes start suggesting that they complete the SAC Student Online Orientation and the Bb Basics for Students prior to the start of the semester.
 - Will also add comment in WebAdvisor strongly suggesting the completion of the Online Orientation.
- Tracking of Pathway Students
 - DE is tracking student enrollment and success of Fall 2014 1st 8-week students via Datatel, email feedback from faculty and students.
 - With the exception of one student that was caught in a hurricane – all students that attended the Orientation are doing well in the pathway. Other students were late adds into the pathway.
 - Cherylee is meeting with new 2nd 8-week Pathway students to orient them now and with students that missed the orientation.
- Online Teaching Certification
 - Discussed OC Dept of Ed (K-12) requirement: <http://www.leadingedgecertification.org/online-and-blended-teacher.html>
 - *“The curriculum was originally adapted from the @One online certification program with the complete permission of the developers. Significant changes and enhancements were*

made to shorten the curriculum scope from a 200 hour program to a more nimble 60 hours and refocus it for K12 teaching”

- It was determined that this certification did not meet the criteria of the SAC Certification
- Discussed @ONE Certification
 - Although the SAC Online Certification is based on @ONE, the SAC Regular Effective Guidelines, Curriculum Requirements and tools that we use and fund at SAC are not tools that are taught in @ONE.
 - It was determined that @ONE certified faculty should be required to take Module I and given supplemental Regular Effective Guidelines and Curriculum Requirements to teach online at SAC.
 - Cherylee will update the [Distance Education Instructor Certification Policy](#) to reflect this change and submit to Academic Senate.
- Quality of Online Courses
 - Concern was raised regarding publisher only content in a course. It was determined that other than Regular Effective Contact that this was not an DE issue, but curricular.
 - FERPA compliance and college responsibility of student/course data was discussed
 - Discussions with Departments need to take place
 - One-on-One Mentors was brought up as a way to assist faculty in how-to methods to utilize publisher and faculty created materials.
 - Basic LTI for login through Blackboard should be a minimal requirement
 - Check for FERPA compliance from all building block/publishers
 - Assure student discussions and grades housed in Bb
- Faculty Mentors
 - Discussed need for faculty mentors to provide guidance and Quality Assurance.
 - Although a need for an Instructional Designer was discussed. Until there is position funding, the immediate need for one-on-one faculty assistance exists.
 - Suggested rates were \$250/mentoree
 - Cherylee will look into the DE budget and other sources
- Fall Meeting Schedule
 - 9/10, Wednesday, 11:30am – 1:00pm
 - 10/01, Wednesday, 11:30am – 1:00pm
 - 11/07, Friday, 8:00 – 9:30am
 - 12/03, Wednesday, 11:30am – 1:00pm

Members:

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Elliott Jones

Cherylee Kushida

Rick Manzano

John Ross Jr.

Dennis Sadler

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cc: Bart Hoffman