



From Kushida, Cherylee **Date** Tuesday, October 30, 2012 8:08:00 AM
To Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Manzano, Rick; Rose, Linda
Cc Barker, Marta
Subject DE 10/26 - Meeting Notes for Review and FEEDBACK!

 [OnlinePathwayPlanABOnly-10-29-12.xlsx](#) (31 KB [HTML](#))  [Absence-Drop rewrite.docx](#) (22 KB [HTML](#))

Hello DE Advisory Group members!

We had good discussions and made great head-way in some decisions!:

- **Review Distance Education "mission"**
 - Here's what we came up with:
 - 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 higher level education while insuring the use of leading edge technology and excellence in teaching.
 - **Please review and send comments** - we can cement it at our next meeting.
- **Accelerated 8-week Online Degree Pathway format**
 - We reviewed and had great suggestions. The attached documents reflect these changes.
 - **Please review and send comments** - we can cement these are our next meeting.
 - Note: I added the Psych pathway at the end of their pathway for them to make the 60 units.
 - I still need to verify the requirement of PoliSci101 and Hist120 at CSUF
 - We discussed the possibility of starting off the Pathway way with Plan B (Business)
- **Online Student Prep Workshop**
 - I submitted a proposal for a Foundation Innovation Grant to cover a small stipend and software for our Online Student Prep "course"/module. Jodi Coffman agreed to work on this project. We are awaiting funding information.
- **Last Date of Attendance**
 - As I flush out continually changing requirements for accreditation regarding handling of LDA for online courses, I did request the Financial Aid perspective. Here's what Robert Manson said:
 - Thank you for asking. It is currently the college policy that a student may withdrawal on their own or may be withdrawn by the instructor for excessive absences when they miss more that 10% of the class or may by dropped by the instructor if the student does not show up at the first class meeting. Since all of these are optional it is impossible to enforce a standard. Basically, what I would ask for is that the instructor drop the student the day the instructor decides to drop the student, using that same day as the drop date.
 - What is important in financial aid is that the drop/withdraw not be backdated. Backdating drops/withdrawals puts our financial aid program in jeopardy because we have strict time limits for returning funds. In your example: If a

student has not participated since September and the instructor drops the students for excessive absences in November, the instructor must drop the student as of November. If the drop/withdrawal date is backdated to September, the DOE will say that we did not return the funds within 30 days of the withdrawal date and we will be found to be out of compliance. The financial aid office checks enrollment weekly and would suddenly discover in November that the student has not been enrolled for 6 weeks and we are two weeks overdue returning the money before we even knew about it.

- The LDA column in the Bb GradeCenter should be used to enter in the last date that a student participated in your course before your drop. This can be a date of a last email correspondence, quiz, project submittal, discussion board post, etc.
- The ACCJC has specifically said that the columns showing the last login date is Not acceptable as a Last Date of Attendance.
- We discussed how we are individually handling student participation in our online courses and dropping accordingly.
- Crystal Jenkins - will send her participation verbiage in her syllabus to us.
- Here's my blurb in my syllabus:

Attendance and Absence Policy: College policy states that a student may be dropped for nonattendance.

In this course:

- Students must **attend one of the mandatory introductory sessions offered during the first week of classes** or they will be dropped for non-attendance.

- Students must **complete the "Orientation Exercises" and participate in Week #1's discussion board by Monday of the second week of classes** or they will be dropped.

- Students must **participate on the course site with discussion board posts, online quiz submissions, project submissions or other online interactions** for that week (blogs, wikis, chat). **If two consecutive weeks of non-participation is observed by the instructor, the student may be dropped.**

- However, please note that **it is ultimately the student's responsibility to drop the class**, not the instructor's. Do not rely on the instructor to drop you if you wish to drop a course. Log on to webadvisor and drop your course.
 - Madeline Grant has a suggestion to update our College Catalog as our current policy speaks only of attendance. for dropping.
 - **Please review the attached and give feedback**
 - Madeline will be checking with Monica Porter on suggestions on an approach to Curr & Instr Council.
- **Advanced Bb Training**
 - Madeline suggested the need for advanced workshops on Groups and Interactive Tools in Bb and brought up the possible use of BSI funds to bring out a Bb trainer. I looked into this and found the type of offerings that they have are two day onsite trainings covering much more for \$6,000 - \$7,800. This training is much more in-depth, and actually covers what we will be covering in our own Instructor Training.
 - Here's my thoughts - I hear the need for more Advance training. I am willing to do some during Flex. I think I'll offer less workshops on basics, maybe just one or two. **What do you think? What modules do you think would be useful?** Here are some ideas:
 - **Group work in Bb**
 - **Interactive Tools in Bb (Discussion Board, Wikis, Blogs, Journals, Chat)**
 - **LDA & Syllabus Must Haves for Online(?)**
- **NEXT MEETING: November 15, Thursday, 1:00 - 3:00pm, S-215**

Thank you for your interest and participation in Distance Education at SAC!

More later,
Cherylee

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