

From Kushida, Cherylee **Date** Tuesday, November 20, 2012 9:39:00 AM
To Coffman, Jodi; Grant, Madeline; Hicks, Raymond; Jenkins, Crystal; Jones, Elliott; Liang, Mark; Manzano, Rick; Nashua, Loy; Rose, Linda; RossJr, John; Sadler, Dennis
Cc Barker, Marta
Subject DE 11/15 - Meeting Notes for Review and Feedback

 [Absence-Drop rewrite.docx](#) (22 KB [HTML](#))  [OnlinePathwayPlanABOnly-11-20-12.xlsx](#) (31 KB [HTML](#))

Hello DE Advisory Group!

Thank you for attending last Thursday's meeting. Great discussions! Here are the discussion points and some new information:

- **Final Mission Revision:** (change in red)
 - 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.
 - I will include the above in the DE Plan unless I hear from anyone to the contrary.
- **Accelerated pathway format review (see attached for Plan B)**
 - It was discussed that the plan for the Online Pathway not include a mandatory summer schedule. We cannot be certain that the courses will be offered and many other accelerated programs give their students a break during this time. Instead, we can plan for summers to be used for internships and a few activities for the cohort.
 - Dennis Sadler and I worked on the new attached Plan B course schedule for Business. It's back to 5 semesters. **Please review and provide input!**
- **LDA Update**
 - Madeline discovered from a Plenary session that LDA is most critical for census. After census, date of student activity in a course may be used as the LDA. This would be easily captured in Bb Analytics - a product we would like to have for faculty course/student analysis as well.
- **Catalog plans for change**
 - Madeline reported that the colleges at the Plenary session were either changing Catalog to drop for participation (rather than attendance) or were still unchanged - with attendance in catalog and online syllabi with a different stated participation drop. We agreed that we would like the attached catalog change brought forward to Curriculum. Thank you Madeline!
- **Format for Bb Training - flexweek changes**
 - Sessions to be offered during Flex are **one session** each on Tuesday of: Bb Basics, GradeCenter, Assessments, Group Work, Interactive Tools. (Yea!) I will plan for a couple Friday's during the semester, before the 8-week, where a faculty member can assist in teaching the workshops! (Thank you!) More to follow later.
 - We looked at the MSJC "Academy" and after wiping the drool from our faces agreed it was a nice goal. I have discussed with Allen Dooley and Academic Senate Board. For now, DE will plan our "Tuesday" day as a little start...
- **Instructor Training Module Review**
 - We have hired a temporary Instructional Designer to assist with the Instructor Training Modules! Yea! The work begins.
- I will be:

- Following up with Coastline to see how they handle student verification
- Following up with CSUF on Spring program acceptance for transfer
- Following up with you on beta testing an online proctoring tool for Spring 2013
- Brining the DE SLOs to the next meeting

Next meeting: Thursday, December 13th, 1:30 - 3:00pm

Any questions/comments let me know! Please let me know if I missed anything!

Thank you for your time and energy. It is much appreciated!

Cherylee

Cherylee Kushida

Distance Education, CS Internships

Santa Ana College

(714) 564-6766

<http://sac.edu/disted>

<http://sac.edu/ckushida>

From: Kushida, Cherylee

Sent: Wednesday, November 14, 2012 4:26 PM

To: Coffman, Jodi; Grant, Madeline; Hicks, Raymond; Jenkins, Crystal; Jones, Elliott; Liang, Mark; Manzano, Rick; Nashua, Loy; Rose, Linda; RossJr, John; Sadler, Dennis

Cc: Barker, Marta

Subject: DE Advisory Group Mtg Reminder - Thursday, 11/15, 1:00 - 3:00pm S-215

Importance: High

Hello DE Advisory Group!

Quick reminder for our meeting tomorrow - note that we are meeting in **S-215, 1:00 - 3:00pm, Thursday!**

Agenda:

Thank you! See you tomorrow!

Cherylee

Cherylee Kushida

Distance Education, CS Internships

Santa Ana College

(714) 564-6766

<http://sac.edu/disted>

<http://sac.edu/ckushida>

From: Kushida, Cherylee

Sent: Tuesday, October 30, 2012 8:09 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!

Importance: High

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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