



Santa Ana College
Distance Education Advisory Group
Minutes – December 6, 2013

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, Crystal Jenkins, Elliott Jones, Cherylee Kushida, Rick Manzano, John Ross, Jr., Dennis Sadler, Roy Shahbazian

Topics:

- DE Faculty Handbook
 - Online and Hybrid Course definitions
 - Discussion regarding online versus hybrid courses and proctoring
 - The attached handbook draft shows the agreed upon definition

- Online Degree Pathway
 - Still planned for Fall 2014
 - Concern is the current skill base in math to qualify for the program
 - Cherylee will work with Nga to capture DE student data for math placement levels
 - Harvesting student population for this program
 - Suggestion to talk with Steve Bautista – Freshman Experience for candidates
 - Market to H.S. students
 - Talk with Christina Romero for local Foundation Partners – FT employees w/o degrees
 - Most programs as aligned for a two-year completion. It was agreed that we should re-align our program and go back to completion in two years, to include a summer session.
 - Cherylee will re-align, get Dennis' approval/changes and submit to the advisory group in February.

- DE is currently running surveys on:
 - Summer Pilot Online Teaching Certification faculty
 - Cherylee will work with Nga to obtain student retention/success data for Fall 2013 + two semesters prior for data comparison. Both survey and data collection will be repeated in one year.
 - Student SLO Survey
 - Student Online Orientation Survey
 - It was mentioned that faculty could use a sample email to send/post for students to take the "Student Online Orientation".
 - Cherylee will put together and send out.

- College Direction
 - It was noted that the DE Advisory Group would like to have college direction at the start of the semester for effective planning.

- **Spring 2014 Meeting Schedule**

- Alternating Thursday afternoon and Friday mornings seem to work best and would allow members to attend at least every other session. Here is our planned Spring Meeting schedule, in **A-101**:
- **Friday, February 14, 8:00 – 9:30am**
- **Thursday, March 20, 1:00 – 2:30pm**
- **Friday, April 18, 8:00 – 9:30am**
- **Thursday, May 22, 1:00 – 3:30pm**

Next Meeting: February 14th, Friday, 8:00 - 9:30am (A-101)

Members:

Jodi Coffman

Mike Everett

Ray Hicks

Crystal Jenkins

Elliott Jones

Cherylee Kushida

Rick Manzano

Linda Rose

John Ross Jr.

Dennis Sadler

cc:

Marta Barker