To: Distribution
From: Cherylee Kushida, Chair, Distance Education Advisory Group

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.**

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.

_____

Members Present: Cherylee Kushida, John Ross Jr.

Topics:

- Updates
    - March Bb Training – Success!
        - Many Thanks to John Ross, Jr. , Dennis Sadler, Elliott Jones, Crystal Jenkins
    - Note our change to a more formal "minutes" format
    - Spoke with Madeline – Ray thought the "SAC Regular Effective Contact Guidelines" would be approved by Academic Senate. Thus, I made a change on the last bullet:
        - From: Instructors should prepare for online course delivery by completing the SAC Online Instruction Certification or the @ONE Online Certification Program (within the last three years).
        - To: Instructors should prepare for online course delivery by completing college requirements to teach online

- Reviewed Online Teaching Certification Policy – The question is where to go from here with this recommendation. Madeline will discuss with Ray – it may become a FARCCD issue. At MSJC, this is why their requirements were adopted by their Curriculum Council. It has also been suggested that Cherylee ask John Didion about this – she will be following with an email to John Didion.

- **Reviewed SLOs – Feedback please!**
    1. Obtain an AAT/AST degree in a fully online format
    2. Differentiate and apply the necessary skills to successfully complete coursework delivered in an online format to that of a traditional classroom.*
    3. Demonstrate the necessary technology skills to succeed in a future 4-year online program.

        * Course SLOs are the same for the online format, as in the traditional format, but may use different

- **Instructor Training Module I – Logon to Bb and scroll down to "Course I am Enrolled In", and please PREVIEW and GIVE FEEDBACK!**
    - Easy to follow, if color is used in handouts – preview for clarity in blk/wht

- Reviewed latest Research from Nga on DE courses – this is the listing you received last year, but includes Spring 2012 and Fall 2012. **If you want a copy – see Cherylee!**

- Overall the # of sections in DE has increased 32% from Fall 2010 to Fall 2012.
- Online section offerings are up 67% from Fall 2010
- From Fall 2010 to Fall 2012, Online Headcount is up 41% and overall enrollment is up 44%.

- There is much to be done toward accreditation for DE – as it is throughout the standards. At this point, data collection is most important.
    - Faculty Survey – Need to do a DE Faculty survey this semester. Will revise and send to you for your thoughts. We need an honest survey about faculty needs.
    - Student Survey – Am waiting to see if the questions I requested the Chancellor's DE office to include on their random sampling of our DE students were included – they were technology related questions. If they were not – we may need to send out a survey to our DE students.
    - **Student Course Survey** – **If you use a Student Survey at the end of your course, please send it to me!** I will be creating a general course survey which will include a few Technical questions regarding DE. **What do you think of these questions:**
        - **Do you feel you were prepared for your course taught in a distance education mode?** Rating Scale question
        - **What would have helped you to better succeed in this course: (pick all that apply)**
            - Blackboard Orientation
            - Time Management Skills
            - Study Skills
            - Improved Computer Skills
            - Proper Online Course Expectations of Requirements

- Cherylee is putting together a "DE Best Practices" guide. As part of this, a suggested DE Syllabus is required. **Please send your DE syllabus to Cherylee** and she will pick the best of – and formulate a DE Syllabus for us to review at our next meeting.

- Brain Storming for Cohort Sources
    - Taller San Jose – Cherylee has contacted, but student population will be limited, although they have their own tutoring and computer access at their facility.
    - Disney
    - Foundation partners

Next Meeting: **April 5th, Fri, 8:00 - 9:30am**

Preliminary Agenda:

- Updates/Status
- Review Faculty Survey (needs to get out soon!)
- Review Student Course Survey
- Review DE Syllabus
- Discussion on Best Practices – what to include
- More Brain Storming

Members: cc:
Jodi Coffman   Marta Barker
Ray Hicks
Crystal Jenkins
Elliott Jones
Cherylee Kushida
Rick Manzano
Linda Rose
John Ross Jr.
Dennis Sadler