



Santa Ana College
Distance Education Advisory Group
Minutes – April 4, 2013

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: Jodi Coffman, Crystal Jenkins, Elliott Jones, Cherylee Kushida, Rick Manzano, John Ross Jr.

Topics:

- Regular Effective Contact Guidelines and DE Instructor Certification Policy
 - Discussed updating of DE Certification Policy to include requirement for both online and hybrid as our current policy is the same for both.
 - Cherylee will send update to Madeline for Academic Senate 4/09 meeting. Will request this be presented as a Resolution.
 - Cherylee will talk with Ray regarding FARSCCD approval.
- End of Course Survey – to be available for instructors to import into their courseshells – Approved
- DE Faculty Survey
 - Cherylee will discuss with Nga – if we cannot drill down by response nor group responses by prior question responses, we will delete questions 1-3.
 - Questions 8 and 12 will be deleted and edits discussed will be made.
- Student Survey
 - Cherylee will make edits and combine questions
 - Cherylee will discuss Student Services with Micki – or perhaps start with Dennis Sadler on missing services and best way to combine for a shorter question.
 - We will plan to add an “Easter Egg” at the end of the survey – a “Word” that they can enter into an instructor’s Quiz for possible extra credit – as incentive to complete the survey.
- Recommended Online Course Outline Additions & Welcome Email – Approved – will include in “DE Faculty Guidebook” – and will send out at end of semester for next semester preparation.
- Reviewed Online Student Orientation – Jodi is working on this – looks great – to be ready for piloting for summer online class students. Any “P” words - send to Jodi.

Next Meeting: **May 10th, Friday, 8:00 - 9:30am**

Preliminary Agenda:

- Updates/Status
- Feedback on CSU Online Facilitation Assessment
- Guidebook – First pass review
- More Brain Storming

Members:

Jodi Coffman

Ray Hicks

Crystal Jenkins

Elliott Jones

Cherylee Kushida

Rick Manzano

Linda Rose

John Ross Jr.

Dennis Sadler

cc:

Marta Barker