



Santa Ana College
Distance Education Advisory Group
Minutes – September 12, 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, Mike Everett, Ray Hicks, Elliott Jones, Cherylee Kushida, Dennis Sadler

Topics:

- Updates
 - Regular Effective Contact Guidelines – Resolution of the Academic Senate (5-14-13)
 - Online Teaching Certification – Summer graduates, Fall just beginning – positive feedback!
 - Current DE faculty must be in compliance by: end of Fall 2014
 - Discussed the need for mentor trainers to sit in for certain modules for additional feedback
 - Discussed the need for peer mentoring*
 - DE will include this need in our DE plan
 - Cherylee will talk with Sarah Santoyo – to help find grant funding
 - Online Student Orientation – Pilot Summer/Fall 2013
 - Will be available for all students toward the end of Fall semester ready for Spring 2014 usage – will be up to DE faculty to require for their course
 - Pathway courses – faculty training for these courses almost complete – deans are aware of the priority of course faculty training for the pathway
- Training help:
 - Need to schedule Blackboard training for faculty – plan to do this in the 6-7th week of classes. Depending on the position hire – need help to train for Bb. Following “volunteers”:
 - Bb Basics – John and Jodi
 - Grade Center – Dennis
 - Assessments – Elliott
 - Groups and Interactive Tools - Crystal
 - Ask Joe for a mid-semester Relay training and Graphics Tablet training
- Reviewed Survey Results
 - DE Faculty Survey – see attached
 - DE Student Survey – see attached
 - Discussion comments for spring 2014 survey: provide a device image, change device listing to “iPad/tablet”, Ask “What device(s) do they use for their online class?”
 - Send/Put on website Best practice Mobile device info
 - SAC Student Online Orientation Survey - Student Feedback was positive, but confused.
 - Need to update the survey for end of fall semester to clarify that the survey is regarding the SAC Online Orientation and not their instructor’s course orientation.
- Student survey on DE SLO’s – toward end of Fall semester
 - Students completing a DE course will have the ability to submit an assignment online.
 - Students completing a DE course will have the ability to complete a test/quiz online.

* Need to develop language for departmental plan inclusion

- Students completing a DE course will have the ability to communicate with other students and their instructor using the course management tool online.
 - Send to students/faculty in 7th week for 8-week classes, and 14th week for 16-week classes
- Review Online Course Self-Assessment
 - Will include as a tool for DE faculty
 - Need to send email to Ray regarding how to verify that a DE course complies with Senate Resolution
 - Peer Review? Use of a portion of the Self-Assessment tool for Peer Review? Deans have been asking for an evaluation guide - should we suggest that it be used for Dean Assessment tool? Or a portion of it?
- Building DE Community Relations
 - Suggestions to have learning sessions – recorded (CCC Confer?), placed in an area for commenting
 - Perhaps with a planned viewing times
 - Send out faculty survey on topic interest and times
- Next meeting agenda to include:
 - Language for departmental plan inclusion for peer mentoring
 - Building DE Community Relations
 - DE compliance verification
- Meeting Dates
 - October 11th: Friday 8:00 - 10:00am (R-105)
 - November 7th: Thursday 1:00 - 3:00pm (R-105)
 - December 6th: Friday 8:00 - 10:00am (R-105)

Next Meeting: October 11th, Friday, 8:00 - 10:00am (R-105)

Preliminary Agenda:

- Develop language for departmental plan inclusion for peer mentoring
- Further discussion on Building community – review of survey questions
- DE course compliance verification

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