

From Kushida, Cherylee

Date Friday, September 28, 2012 2:53:00 PM

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

Cc

Subject DE 9/28 - Meeting Notes

 [OnlineDegreePathway-SupportDocs.pdf](#) (483 KB [HTML](#))  [WhatCanAMultifacetedProgramDoForCommunityCollegeStudents.pdf](#) (1.6 MB [HTML](#))

Hello DE Advisory Group members!

We had a nice little group in which the following was discussed:

- **CSUF Online Degree Pathway**
 - Our largest Degree Transfer from SAC is to CSUF, Business Admin. majors
 - CSUF has an online degree pathway program for Bus Admin, for the last two years of their program. Amazing!
 - I met with the Director of their program last week - and I think we'll have a nice pathway for the online degree students to CSUF. To better prepare our students here's what their program requires of their online classes:
 - Classes have a similar format (e.g. menu buttons, etc. for student familiarity)
 - Introductory Video - 5-10 minutes (Faculty are assisted with this.)
 - Multi-media requirement:
 - Narrated PPTS with embedded quizzes - can't continue on a unit without passing the quiz
 - OR use of screen captured videos
 - Proctored Exams - all exams that are of a significant point value must be proctored - they use Proctor U.
 - Discussion and Group work done in LMS
 - I think the above is quite doable (actually our goals probably surpass the above) and would better prepare our students for an online format at other colleges. Proctor U seems like a very good option for both accreditation student verification and preparation for CSUF.
 - *A great suggestion from our group was to discuss the possibility of a voucher with ProctorU, allowing the student flexibility of use for another course and for EOPS/Financial Aid purchase for a student. The need for ProctorU test monies, could then be listed under "Textbook" requirements. I will be following up with Proctor U.*
- **Accelerated Format**
 - CSUF uses an 8-week accelerated format with each course taught one at a time in an 8-week format. There's quite a lot of study in this area showing that for our student population that it helps to achieve a higher success rate.
 - *I'll be putting together a sample 8-week format with our current Plan A and B/C Online Degree Program and will email it to our group for discussion.*
- **Quality Online Course Rubric**
 - We know we need online course standards. Use of a rubric is a way for faculty to know what is ideal and what is acceptable in an online course delivery.
 - *The suggestion was to select an existing rubric, our group liked the Bb Exemplary Course rubric and if we use this one to create an addendum that included our accreditation methods for SAC.*
 - *It was also suggested that this be a topic at a Senate Board Meeting. I will be contacting Ray Hicks with a request to attend an upcoming meeting.*
- **Lerner-Centered Online Course Design** - In our SAC Instructor Training Modules, emphasis will be placed on a change of instructor mindset from a traditional "talking podium head" to an online learner "facilitator". This change in role for faculty will be emphasized in the first "Intro to Online Teaching" module and carried throughout the modules.
- **Instructor Training Modules**
 - Both Dr. Martinez and Dr. Rodriguez are excited about our Online Degree Pathway! We are looking to hire an Instructional Design Consultant to help create our Instructor Training Modules. I have spoken with two people and am awaiting sample work from one. Should be determined soon.
- **Business Division Thoughts to Share:**
 - Need direction on assuring student expectations for participation, dropping, etc.
 - Plan to do some of this in a required "Online Student Preparation" module, also need to prepare a sample syllabi for Online faculty. *I'll try to create a beginning straw model for discussion and editing purposes.*
 - Last Date of Attendance (LDA) - need to clearly state policy. How often does an instructor need to look at WebAdvisor and student participation to drop? After census, can an instructor not update until week 12? Then, update LDA at that time? *I'll look into this -*
 - *Will look into use of Messages within Bb as an alternative for faculty to use rather than email from sac.edu accounts. For faculty that does not save emails, all correspondence would be saved within the Bb courseshell.*
 - *Look into Notification in Bb.*
 - Standard Email - dunning notice type format suggestion for faculty to send to students not participating. Business Division faculty are willing to work to create these. *I will send out a notice to online faculty to see if there is any interest from others to collaborate on this!*

- **Next meeting dates**

- Probably best to set some meeting dates and times up front.
- I'll be soliciting some regular dates from you and we'll set it up some dates soon!

If you are reading this... Thank you! Thank you also for your interest and participation in Distance Education at SAC!
More later,
Cherylee

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From: Kushida, Cherylee
Sent: Tuesday, September 25, 2012 5:30 PM
To: Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Rose, Linda; Manzano, Rick
Cc: Barker, Marta
Subject: Distance Education Advisory Group - Meeting Friday, 9/28 10:00am, F-126
Importance: High

Hello Distance Education Advisory Group members!

This is a Reminder to attend our September DE Advisory Group meeting:

When: Friday, 9/28, from 10:00am - noon

Where: F-126 (Note the change in room!)

Agenda

- Update on CSUF Online Degree Pathway
- Accelerated Format
- Adoption of a Quality Online Course Rubric
- Learner-Centered Online Course Design Discussion
- Instructor Training Modules
- October meeting date - Doodle?

Attachments (Your nightstand reading!):

- Support Documents for Online Degree Pathway:
 - **CSU Chico Online Course Rubric (pages 1-10)**
 - **Blackboard Exemplary Course Program Rubric (pages 19-25)**
 - **Learner-Centered Online Course Design (pages 11-15)**
- Evaluation Results of an Accelerated Study in Associate Programs for Developmental Education Students: **What Can A Multifaceted Program Do for Community College Students?**

We will be discussing the possibilities of the attached.

Thank You, Thank You and Thank You!

Cherylee

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