
Guest:

The meeting was called to order at 10:01 AM

2. Approval of Minutes

1. October 24, 2012

Paul McKenna - first
Eric Ichon – second
Approved unanimous

3. Directions of DE in LACCD

Mr. Hussain explained how colleges going through accreditation are required to address questions concerning DE programs.

A number of issues were discussed regarding what is direction of the Distance Education program.

Are we serving the students in and out of the community?
Do we meet the students’ needs?
It was stated that we know the locations of our students.
Mr. Hussain brought up additional concerns.
Dr. Bass questioned, how fast do classes fill up?
What data do we use?

It was brought up to use DEC total demand measures. Problem is that one student can make multiple attempts which make the DEC data unreliable.

Are we meeting the students’ needs?
Are we currently meeting the students’ needs in access and program completion?

Discussion of topic: Mr. Hussain invited discussion on whether colleges have addressed these issues.

Valley is developing a student survey; Mr. Hussain invited comment from other college concerning how they addressed this issue.
Mr. Ichon volunteered that a survey was developed addressing information concerning why students take DE courses in 2010, the results included;

Convenience & Family Conflicts

Schedule

He also suggested the colleges go to the departments to assess their internal data and planning based on input from their advisory committees. DE needs to support the instructional program.

Mr. Hussain contributed that Valley in making DE planning part of program review. Valley questioned the use of SLO in developing this data and determined it was not fully developed at this time.

Mr. Ichon further added that it was the State Chancellor’s Office which developed the survey.

Dr. Bass added that the survey was distributed to all colleges.

Mr. Ichon also added that in the survey, at West 86% of students who dropped an online course stated the desire to do DE in the future.

Mr. McKenna suggested that at Valley many instructors are using hybrid courses and web enhanced.

Mr. Hussain questioned how web enhanced helped in accreditation.

Mr. Ichon replied that Web enhanced course are an important part of student success and it needs to be included in the evaluation, since it is the distance learning coordinators which support these activities.

Dr. Bass concurred and stated that many instructors use web enhanced for testing.

Mr. Jordan offered that at Mission they are doing program review every three years. He also suggested developing a DE master plan for integrated planning.

The issue of DE assisting in access was brought up.

Mr. Hussain stated that as part of their Title V grant, the issue of DE was very important to the students’ ability to access college.

Mr. Jordan explained how Mission had asked for a DE office and the college officially designated it as a program and they completed a program review in a regular three year cycle.

Mr. Hussain stated that Valley did a program review a year and a half ago.

Mr. Jordan volunteered to send a copy of Mission DE program review to Mr. Hussain.

Dr. Bass stated that whatever is submitted needs to be data driven.

The committee agreed that inclusion of courses in the DE curriculum need to be driven by departments.

4. DE stakeholders Meeting

Mr. Hussain announced that the DE stakeholders meeting would be held on December 7, 2012, 10:00 AM at City College Faculty/Staff lounge.

Mr. Hussain asked anyone who could not make the meeting send a representative.

Article 40:
Ms. Atkinson, addressed concerns about the AFT collective bargaining agreement article 40, which included:

**Representation between the AFT and Academic Senate on the DL committee**

**Role of the DL coordinator and committee**

**Need to take a pedagogy course**

City College is in the process of developing a pedagogy class requirement. Their DL dean stated that it was allowable since instructors were NOT required to teach online as part of their assignment, therefore a college can require the instructor meet a higher standard since the accreditation commission and the DoE both hold DE up to a higher standard.

Also the contract requires that faculty that who are preparing to teach online courses demonstrate proficiency in instructional delivery method.

East DL committee has requested inclusion in this discussion and so far has been locked out.

Dr. Bass added her support that DE decisions cannot be made without input from the DL committee.

Mr. McKenna explained that the DL committee does not have that power and that the academic senate felt article 40 infringed on the responsibilities of faculty.

Mr. Hussain questioned Mr. McKenna as to whether we (the DL committee) should meet with David B. and Don G. to discuss this matter.

Ms. Daw brought up a communication from the DAS stating that negotiations were near conclusion she added that she has protested that the DAS and AFT have been in negotiations discussing the duties of our committee without our participation.

Mr. McKenna suggested this be on the agenda for Dec 7th.

Mr. Ichon suggested that precedent has been set that when contract language has been changed it has always been discussed by district committees concerned with the responsibilities of the change.

Dr. Bass stated that she had spoken to Don G. at District Technology Meeting and had asked if discussions about DL between the AFT and DE had been discussed. When asked what it referred to Don stated DL responsibilities and membership.

Further discussion clarified the difference between AFT / DE responsibilities and our responsibilities regarding DL practices.

Mr. Hussain stated that we have been in conversation with the academic senate but had not reached out to the AFT.

Mr. McKenna stated there was a union rep from Trade, Bill Elarton at the stakeholders meeting.

Ms. Daw had contacted Armada Gonzalez, who assured her that once talk began in earnest that we would be involved. However they have already had meeting and we had not been invited.

**5. Update on district standards on Learning Management Systems**

Dr. Bass stated that the standards were adopted with our submissions with just minor changes.

Mr. McKenna requested information as to where the standards go from here.
Dr. Bass volunteered that the new standards would now be on our dashboard, most likely after ratification by the BoT. Mr. McKenna requested clarification asking if new LMS will need to conform to these standards. New LMS would have to conform to our minimum qualifications.

6. TPPC

Field trip to in morning to Mt. St. Mary’s looking at technology used in classroom. Afternoon ECC.

7. Meeting in December

Next Meeting will be December 18, 2012 at 10:00 AM, Valley College and CCC Confer

8. Turnitin

Turnitin expansion to other colleges was discussed. The question of further responsibilities to the DE coordinators was brought up by Dr. Bass and how in addition to maintaining the Turnitin program is a huge issue of faculty training.

Mr. Ichon stated that he wanted a larger overall quote to reduce cost. Must make decision by end of year or cost will go up.

Mr. Hussain stated that Valley has received funding from the ASO, however it is currently going through the planning process. Mr. Jordan stated that his academic senate wanted proof that Turnitin actually reduced plagiarism.

Mr. Ichon stated that there are a multiple ways of addressing this issue and Turnitin is just one of them.

Mr. Hussain suggested that we bring back a final count on Dec 18.

Mr. Ichon also stated he wanted to pool our resources because individually we have limited power, as a district we voice a lot more authority.

Currently the list is five campuses.

Dr. Bass suggested that East use Title V funding to address the cost.

Ms. Daw stated that the faculty were not interested since the last time it was not used much.

Dr. Bass stated that she received the same feedback but on examining the date discovered over 300 instructors had used the system.

Mr. Wood stated that Turnitin is not merely for plagiarism checking and that it can be used across the campus to address class accountability measures.

Dr. Bass brought up the fact that student can self check and improve their performance.

Ms. Delzeit inquired as to how the routing of documents aligns with ETUDES.

Mr. Ichon answered stating that students submit the papers to Turnitin and can self check, other instructors have the students submit to Turnitin and only the instructor has access to the papers. It is not integrated into ETUDES.

Ms. Delzeit asked for clarification as to where the documents reside at the end of the semester.

Mr. Ichon replied that it depended on the instructor. The papers do reside in Turnitin or within the Learning Management System if the instructor has set it up that way.
Ms. Delzeit had heard that the information resided in Turnitin and that it was used for grading.

Mr. Ichon stated he would investigate further; he is unaware of a “grade book” attached to the system.

Ms. Cranon requested Mr. Ichon send her information to present to her president. Mr. Ichon responded that it would be best to do the demonstrated. Ms. Cranon stated that she was familiar with the program and would like pricing information.

Mr. Ichon further suggested that colleges get and individual quote as well as the combined quote.

Mr. McKenna requested clarification that purchasing was due by the end of the year.

Mr. Ichon stated that Turnitin can’t give us a hard number until we participating colleges have stated their intent.

9. New Business from the Floor

Has the district developed a system for online identification policy?

Everyone agreed that they do not believe that the district has a policy.

The committee agreed that we need to develop this policy. It was suggested that it be put on the agenda for the December meeting.

Dr. Bass described Pierce’s system and inquired if an initial verification, upon registration through LDAP, was acceptable.

LDAP = (through Moodle) Lightweight directory access protocol.

LDAP need to be set on automatic not manual to be effective.

Do students have to be authenticated every time they log in?

Mr. McKenna stated that authenticating every time students log in would be a tremendous drain on our servers.

It was stated that the systems are unrelated.

Mr. Jordan stated that we still needed a system which works with both ETUDES and Moodle.

Committee agreed.

The committee discuss if there is a company which can verify using random questions.

CDEC stated that this would not address this issue.

Mr. McKenna stated that the real issue is that the district does not have a policy for authentication.

The committee needs to present a policy to the board in time for approval prior to accreditation visits in March.

Ms. Delzeit stated we need to list what we are doing, proctor oversight, sigh in and log in strategies.

10. Old Business

State by state approval of DE courses
Ms. Delzeit asked what the status was on state to state DE approval. Mr. Ichon replied that we have receive no new information since our last communication.

Ms. Delzeit added that we need to get on this to get a fire going with district.

Mr. Ichon argued that we are at the mercy of the district unless each college wants to take on the responsibility. Mr. McKenna stated that the district is working on it but getting the district moving would be a benefit.

Mr. McKenna agreed to discuss this with Dr. Delahoussaye.

Mr. Ichon suggested inviting Dr. Delahoussaye to a meeting to address this issue.

If she can’t make it she can send a representative.

Meeting adjourned.