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| **Distance Education Coordination Council**  **Trelisa Glazatov, Jack Jackson, Kay Weiss** | | **3/10//2014**  **Meeting minutes**  **1:00-3:00 pm**  **District Annex Conference room** | |
| **TOPIC** | **DISCUSSION** | | **FURTHER ACTION** |
| Review and Approval of Minutes | Not able to approve 1/27 minutes due to limited representation of persons present at previous and current meeting. Approval of 1/27 tabled until April meeting | |  |
| Crafton Hills reports | No update | |  |
| Valley College Reports | Kay reported that student evaluations for online courses went out to the first group of students today (3/10) and surveys will be open for one week. Late start will go out in about 2-3 weeks.  Valley is still working on accreditation tasks. | |  |
| Distance Education Reports | Trelisa reported that communication came out that EduStream will be consolidated with 3C Media as of July 1, 2014. Currently, content and user information from EduStream is being transferred to the other platform.  Trelisa reported an incident where a Valley faculty bypassed the classroom technology process and selected clicker reponse system for his class to purchase and use. Valley reported that there is a process in place. The committee recommended that the Bookstore may be another catch point so that classroom technologies are approved through the right channel. Trelisa will follow up with Tech Services to review the process and ensure we are communicating effectively with faculty and provide appropriate services. | |  |
| EduStream report | No update | |  |
| Discussion Items  Review charge/membership based on BP/AP 2510 (Kay Weiss)  Status of report of non-residents students with addresses (Jack)    Status of the Online initiative (Jack and Tre)  Calworks and verification of online student “hours” (Jack)  State authorization (Tre)  Mobile app (Tre)  New DE online community website (Tre) | Kay reported that will reviewing BP/AP 2510 (collegial consultatation) she pulled the DECC charge and recommended that the committee review the language for accuracy. Trelisa will draft the revision and send it out to the committee for campus review and feedback.  Trelisa ran reports to get the data for previous requests.  Non-resident students: Valley had one student with an out of state address (Idaho) that was also taking only online courses. Jack reported that for Idaho, having a student taking an online class from an out-of-state institution does not constitute a trigger for "physical presence" in the state. Therefore, no authorization needs to be sought. Crafton had one student with an out of state address (Montana) that is also taking only online courses. The committee does not know the authorization requirements for Montana. Trelisa will forward the information to Crafton so they can take necessary steps to see if authorization is needed.  % of DE seats: For Spring 2014, based on census data  Valley: 5697/34053 = 16.73%  Crafton 898/15865 = 5.66%  Total: 6595/49918 = 13.2%  The State iniative is increasing communication on the status and vision. From 10 am - 1pm on April 9 The California Community Colleges Online Education Initiative will host a Town Hall Session, co-located with the Campus Technology Forum 2014, in Long Beach, California. The session will be broadcasted online. Trelisa will forward the information to the committee once the link is available.  Jack reported that Calworks is trying to figure out what “required hours” means for online students. Both Jack and Kay referred to Valley’s website that assumes a 2 to 1 ratio of time committee to credit hours for online  <http://www.valleycollege.edu/online-classes/handbook-students-online/credit-hour>  There is still talk at the state regarding more efficient ways for institutions to be in compliance. The committee will continue to monitor this issue. The key for both campuses is to have a documented process in place. Valley currently has state authorization on its website in several places. It is recommended that Crafton does something similar on its website. The DE office will continue to provide non-resident online student data to the colleges.  <http://www.valleycollege.edu/online-classes/out-of-state-online>  <http://www.valleycollege.edu/about-sbvc/campus-committees/additional-committees/online-program/policies-projects/state-authorization>  Trelisa has received IRB approval from both colleges. She reports that she has recently begun submitting monthly updates to Glen and will also submit them to the DECC committee as well.  Trelisa reported that she has created a new website that will replace the Wordpress DE blog. The new website will allow for faculty to contribute and share ideas and content within a closed community. The site will only be available for SBCCD full-time and part time faculty. Trelisa will be the primary administrator for the site and Rania Hamdy will be the secondary administrator. Additional marketing and communication will begin later this month. The new address is  <http://teachlearnandtech.ning.com> | |  |
| Next Meeting | April 14, 2014 | |  |