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| **Distance Education Coordination Council****Trelisa Glazatov, Jack Jackson, Kay Weiss, Catherine Henderickson. T.L Brink, Rhiannon Lares**  | **11/17/2014****Minutes****1:30pm -3:30pm****District Annex Conference room**  |
| **TOPIC** | **DISCUSSION** | **FURTHER ACTION**  |
| Review and Approval of Minutes | Motion to approve, with spelling corrections made, by Jack Jackson, seconded by Catherine Hendrickson  |  |
| Crafton Hills reports |  T.L. reported that Crafton is cleaning up their plan for next time and Crafton has developed a three step approach for certifying faculty that want to teach Distance Education courses. Catherine and T.L. reviewed the steps. Tre mentioned that the State has a published checklist for teaching and another on course design. Tre will forward the information to Crafton. Catherine reported that Crafton is getting more and more applicants to teach online and T.L. reported that English and Math faculty are getting more committed to teach online courses. T.L. reported that he sat down with Sherri Wilson and she reviewed the Pearson site and it has become very sophisticated, Sherry’s people are very well trained on Pierson and T.L. is very impressed.T.L. reported that Crafton will be conducting student lead forums on their reaction to the tablet initiative. So far Crafton has data by conducting individual classes that participated in the initiative and there is discussion on how to roll out the initiative. There is currently a problem with getting the infrastructure to support the initiative, Wayne’s team is working on the issue.  |  |
| Valley College Reports | Jack Jackson reported That Valley will be starting registration soon and will be flipping the switch on the Universal Access point. In the spring Valley will have 225 sections of Distance Education courses which is 15 more that Valley had in the fall. Valley has 32 departments that offer DE courses. Kay reported that number could change because of Valley’s philosophy of adding “on demand”. It is easier to add and online class than face to face because of the struggle for classrooms. Jack reported that in the 32 departments, Math is growing, they have 33 different sections. , CIT has always been big, 15 English sections, 18 History sections. Valley is reaching a tipping point where they need to think more seriously about structure and organization.With those big departments, Math, English, History, CIT, Jack reported that there is enough critical mass where Valley can really look at retention and success. Discussion followed regarding the requirement to provide “other services” for the online students. Crafton feels they will get dinged for this issue by the ACJC and T.L. asked how Valley provides the required services. Kay responded that Valley has an online counselor, the writing center provides online tutoring, the student success center, in some disciplines provides online tutoring, and the library provides 24 hour access to databases and the library chat.  |  |
| Distance Education Reports  | Tre reported the Blackboard and the goals feature for the SLO’s has been put on hold after discussion with Glen because it was very cumbersome, it appeared Blackboard was just providing a taste so that the district would buy the bigger feature. Tre reported the feature was very clucky and difficulty to use and Glen indicated that both campuses were looking at different systems. Kay gave a brief overview of the feature Valley was looking at. Tre reported that she, Glen, Jeremy and Rhiannon will be meeting with Blackboard to review the portfolio. The district buys a lot of services and the group wants to review to ensure the services are at a good price or should we renegotiate the contract. And also to see if there are other features that we may need in the future or are there features we are paying for, but not utilizing. Tre reported that the DE office has bought a district wide subscription to Lynda.com for faculty, administrators and staff. Tre will send an email notifying individuals how to subscribe. Tre is waiting on the last few folks to get her the data surveys into her for the Mobile Learning project/dissertation. Tre hopes to have this completed by May/June. Tre reported on the Mobil application, The district ran into some issues with the Ellucian implementation related to registration and some other buys that Ellucian could not fix. The district actually went back out to other vendors, but then Ellucian stepped up and are working on the fixes. The game plan now is to get the vanilla mobile application out and then work on the customization. At this time there is not a definite date for the roll-out.  |  |
| Discussion Items CCC Professional Development Clearinghouse (Tre) - <http://www.3cmediasolutions.org/files?i=2420&key=813f1643ad51f144879bff5bc0242c2c16ebd4c2> Blackboard Community Engagement Module (Tre) – <http://www.blackboard.com/Platforms/Learn/Products/Blackboard-Learn/Teaching-and-Learning/Expanding-Learn/Community-Engagement.aspx> DE Guidelines for Bb, CamtasiaRelay, OLC, Turnitin (Tre) | Tre reported that she and Rhiannon went to Pasadena to attend a summit on professional development. The state is looking to have a centralized portal for professional development, staff, faculty, administrators. A centralized portal that will be a clearinghouse where you can find resources for professional development, find speakers and also content. The summits were used to determine what that content should be, what was needed and the next steps. It is being bankrolled by the OEI. The link provided is a link, kind of a map that lists the items discussed at the summits. The timeline is aggressive, the state is looking to have a portal by summer so they can pilot it in the fall and are looking for colleges to participate in the pilot. As Tre or Rhiannon get additional information, the information will be sent out to the DECC committee. Tre reported that while the district has this community piece that is paid for, the need for this piece has not necessarily been identified. Right now the district is utilizing the organizations piece, but not the community piece. The discussion item is, what could the colleges use the community module for? Tre was thinking about using this feature as the platform for Professional development. Discussion followed regarding the requirements, costs, etc. Tre is playing around with what the “public face” should look for, please forward the information to her. Tre mentioned a couple of months ago about developing guidelines for the DE office around the scope of service, what DE does/does not do, and have these guidelines in writing. Tre took a stab at the easy guidelines, the systems stuff, and the ones she is familiar with. She sent the committee a group of the guidelines, they are the drafts of the scope of services for the DE services. Please take the guidelines to the campus committees for review and feedback. One these guidelines are signed off on, Tre and Rhiannon will work on additional guidelines.  |  |
| Next Meeting | December 15, 2014 |  |