

PCCD Distance Education Committee

Meeting Notes for December 11, 2017

12:00 – 2:00 PM, District Board Room

Participants: Srujana Tumu, Inger Stark, Alta Erdenebaatar, Matt Goldstein, Jason Cole, Ann Buchalter, Linda McAllister

Facilitator: Inger Stark

Guests: Theresa Rumjahn

Agenda Item	Discussion	Follow-up/Action
I. Approve Meeting Notes	<p>Approved 11/28/2017 meeting notes with minor text edits (committee member names and titles).</p> <p>Linda McAllister requested an addon item to agenda about wording in curriculum “boiler plate” statements.</p>	<p>Update DE Committee webpage with all agendas and minutes from F17</p>
II. Updates	<ul style="list-style-type: none"> • The DAASSC said they will showcase the DE Plan. It is unclear if the DAASSC or the DAS will bring the DE Plan forward to the PBC, since the DE Committee is a subcommittee of both DAASSC and DAS and reports to both. • Inger Stark indicated that the approved DE Plan would be sent to both the DAASSC and DAS, that we will hold one Town Hall on each campus about the DE Plan in Spring 2018, that the campus senates would be notified of the DE Plan, and the Plan would be placed on the District DE website for public viewing. 	<p>Inger will notify DAS and DAASSC when plan is posted online</p>
III. Approve Proposed Peralta CCD Distance Education Plan	<ul style="list-style-type: none"> • The watermark on the DE Plan will be changed from “Draft” to “Recommended” – unanimous approval by DE Committee. • Unanimous Approval of Recommended DE Plan with the following edits: <ul style="list-style-type: none"> ○ Goal 1 rewording to include “to close the achievement gaps, PCCD will increase online student retention and success rates each year from FY2017-18 to FY2019-2020 through research based success strategies.” ○ The Goals should have some measurable features, as Goals 2 and 3 are more descriptive. ○ The schedule has no changes. 	<p>Change watermark on DE Plan to “Recommended”.</p> <p>Inger Stark to let DE Committee know when the DE Plan is posted to the website.</p>

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	<ul style="list-style-type: none"> ○ The summary amounts are updated and based on existing or current contracts. ○ Definitions that were clarified: <ul style="list-style-type: none"> ▪ What is a correspondence course? ▪ Define Federal and Title 5 – Title 5 has illegal wording (take out “determined by instructor”). ▪ Define student success. ▪ Revise online/hybrid/tech definitions to focus on instruction and activities – these are determined based on how the course is described in the Class Schedule and on how the Dean determines online/hybrid. ▪ What is a hybrid course? It has to be stated in Class Schedule – what portion/hours of instruction is online and what portion/hours is in class. (Note: If Class Schedule is wrong, how is it validated?). ▪ If the Class Schedule states mandatory orientation meetings, then this is not a 100% online course. 	
<p>IV. Curriculum Boiler Plate Wording for Justification for Online Courses</p>	<p>Some of the “boiler plate” language in the curriculum statements are out-of-date and may not be consistent with state and federal guidelines.</p> <ul style="list-style-type: none"> ● “there will be an increase in amount of reading and writing” – Sociology and English curriculum wording - remove. ● “allow students to work at their own pace” – English, some Sociology - remove. ● need justification in course outline of record. ● Curriculum statements may not all be the same on each campus. ● The out-of-date wording gets propagated because Curricunet allows cloning. <p>It was agreed to take up this discussion next meeting:</p> <ul style="list-style-type: none"> ● Justification for distance ed addendum - agree on new boiler plate wording. ● Can fix the boiler plate now and incorporate into course reviews every 3 years. 	<p>Put on Agenda in early spring for review</p>

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	<ul style="list-style-type: none"> Find link to CCSF boilerplate and add this to next agenda. 	
V. Other Items	<ul style="list-style-type: none"> Kevin Kelly is teaching a workshop at Laney on Jan. 17 on how to assess courses using the OEI rubric, and how to norm. This should be opened up to other campuses. We need some very low-level/basic How-To's for faculty when they come back from summer 2018 and see that Moodle is gone. The DE Retreat may be half day on Jan. 17. 	Inger to send invites to DE Coordinators and other faculty
Meeting Dates	2017: 9/25, 10/9, 10/23, 11/13, 11/27, 12/11 2018: 1/22, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28	Inger to send meeting invites for S18

[Notetaker: Theresa Rumjahn]

Committee Members:

Linda McAllister (BCC DE Coordinator), Ann Buchalter (Alameda DE Coordinator), Chelsea Cohen (Laney DE Coordinator), Alexis Alexander (Merritt DE Coordinator), Srujana Tumu (District Technology Analyst), Matthew Goldstein (PFT Representative, Alameda), Jeffrey Lamb (Vice President of Instruction, Merritt), Vice President of Student Services (vacant), Jason Cole (Vice Chancellor of Information Technology), Vinh Phan (At-Large Faculty, Student Services Rep, Alameda), Scott Godfrey (At-Large Faculty, Online Teaching Experience, Laney), Alta Erdenebaatar (At-Large Faculty, Online Teaching Experience, Laney), At-Large Faculty (vacant), Peralta Student Council (2 members, vacant)

Attachments:

- PCCD DE Committee Agenda for 12/11/2017
- Draft PCCD DE Committee Meeting Notes for 11/27/2017
- Draft Peralta Community College District Distance Education Plan, 2017-2020 (version 5.0)