

PCCD Sub-committee on Distance Education

The DE sub-committee was instituted in the Spring of 2015 to serve as the district’s recommending body on distance education. The charge of the committee includes evaluating, recommending, and helping to institute improvements to Peralta’s online program that bring it closer to the Guidelines set by the California Community College State Chancellor’s Office for Distance Education.

Committee membership includes faculty, staff, students and administrators, from both instruction and student services. At the core of the membership are the Distance Education Coordinators, and the technicians who program and support Moodle, PCCD’s current LMS (Learning Management System).



During the 2015/2016 academic year, the DE sub-committee accomplished (among other things) two major projects. The first was the development and approval of a “DE Checklist” that serves as a guideline of parameters and requirements for quality online education. The second major accomplishment was that the committee approved and forwarded a resolution calling for increased resources and support for distance education at Peralta. That resolution was subsequently passed by the DEC and the PBC, and it was also passed by the District Academic Senate.

During the summer of 2016, the DE sub-committee held a retreat and developed the following 10 recommendations, with timelines, in order to flush out specific needs related to the resolution:

Recommendation	Timeline
Complete review and hire of temporary .5 FTE staff position of Educational Technology Analyst (Moodle technician) to replace Srujana Tumu while she is on maternity leave in fall semester.	*** Urgent *** Immediate with completion date of August 1, 2016
Assign Distance Education to Vice Chancellor Orkin for Fall 2016, with the stated goal of “coordinating and supporting college efforts to improve and expand distance education.” Maintain Distance Education as a priority area of responsibility in a Vice Chancellor portfolio going forward.	Immediate

Increase district DE budget to be used for faculty reassigned time and/or staff at the colleges; request each college be granted 1.0 FTE for faculty reassigned time.	Immediate
Increase Educational Technology Analyst position from .5 FTE to 1.0 FTE.	Process during Fall 2016 with deadline of January 1, 2017
Review and revise Board Policies and Administrative Procedures to reflect a district commitment to quality online teaching and student success in distance education courses.	Fall 2016
Begin process of transition to Canvas as Peralta's Learning Management System. This process includes: a) DAS approval for switch to Canvas, b) development of rollout plan, and c) completed application with State Chancellor's Office for participation in the OEI.	Fall 2016 planning with proposed launch of Canvas for Fall 2017
Colleges develop and implement processes to: a) review and approve online courses, and b) verify that online courses meet all DE requirements. This project will require collaboration among PFT, DAS, and CIPD.	Fall 2016
Improve and increase support services for distance education students; develop district-wide services where appropriate; support college improvements as well.	Fall 2016
Maintain contract (Tim Gibbons ICC) to provide online support to students and faculty using district LMS.	Ongoing / yearly

Some of the recommendations are already being implemented.

Fall 2016

- The DE sub-committee will continue to push for these recommendations to be fully implemented during the 2016/2017 year.
- The committee will also review it's charge and membership during fall semester.
- It's important to note that a great deal of work is needed in order to bring PCCD's online program up to the standards set by the State Chancellor's Office, and in order to offer quality online education that meets the needs of PCCD's students. Additional resources (fiscal and human resources) are needed.