Distance Education and Technology Committee Revised Agenda

Tuesday, November 28, 2017
3:00 p.m. - 4:00 p.m.
L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:
Perry Jehlicka, Co-Chair
Dr. Bonnie Suderman, Co-Chair
Cathy Hart, VPAA Co-Chair Designee
Dr. Tom O'Neil, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn Faculty Member
Dr. Ed Beyer, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Rick Shaw, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator
Darnell White, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Dr. Bonnie Suderman	
II. Approval of Agenda	Dr. Bonnie Suderman	
III. Opening Comments from Co-chairs	Dr. Bonnie Suderman	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. November 14, 2017 (attachment)
B. Discussion Items	Dr. Bonnie Suderman Dr. Ed Beyer Dr. Ed Beyer	A. Responsibilities of Course Review (attachment) B. Revised Call Letter - Class Review Process C. Online Load
C. Action Items		
D. Adjournment		
NEXT MEETING: 2/13/18		

	Tuesday, November 28, 2017
# Distance Education and Technology Committee Minutes	3:00 p.m. - 4:00 p.m. L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:
Perry Jehlicka, Co-Chair - ABSENT
Dr. Bonnie Suderman, Co-Chair
Dr. Tom O'Neil, Administrative Member – ABSENT
Greg Bormann, Administrative Member
Walter Briggs, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Mary Rose Toll, Faculty Member
Kathy Osburn Faculty Member
Dr. Ed Beyer, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Rick Shaw, ITS Management Member - ABSENT
Greg Krynen, ITS Technical Trainer - ABSENT
Mike Wilmes, Blackboard Administrator - ABSENT
Darnell White, IMC Representative - ABSENT

Items	Person	Action
Call to Order	Dr. Bonnie Suderman	The Distance Education & Technology Committee meeting of November 28, 2017 was called to order at 3:02 p.m. by Dr. Bonnie Suderman, Co-Chair
Approval of Agenda	Dr. Bonnie Suderman	*A motion was made and seconded to approve the agenda as presented.* *Motion carried unanimously.*
Opening Comments from Co-chairs	Dr. Bonnie Suderman	• Perry is at an OEI conference. • Cathy Hart is no longer on DETC. • Dr. Suderman thanked members for consideration of Echo360.
Open Comments from the Public		None
Approval of Minutes	All	November 14, 2017 (attachment) *A motion was made and seconded to approve the minutes of the November 14, 2017 meeting.* *Motion carried with two (2) abstentions.*
Discussion Items	Dr. Bonnie Suderman	A. Responsibilities of Course Review (attachment) Perry is looking at the responsibilities of the course reviewers. Dr. Beyer noted the task is premature. Dr. Beyer will be training the reviewers. He will generate a report on the design and work with the reviewers or provide resources.

	Dr. Ed Beyer	**B. Revised Call Letter - Class Review Process** Dr. Beyer distributed a revised call letter for the class review process. Ed distributed and led discussion regarding the revised letter. • emphasis on OEI • add *on a voluntary basis* • do not limit to faculty - include staff or administration • not committee work; volunteers could claim Standard 1 flex credit • Ed will ask Perry who to direct questions to bring back for action at February 13, 2018 DETC meeting
	Dr. Ed Beyer	**C. Online Load** • Dr. Beyer distributed and led discussion regarding *Online Load Policy Proposal Thoughts* (see attachment) • There is some confusion an adjunct teaching only one (1) online class is considered teaching 100% online - therefore cannot teach. In October 2017 President Knudson changed the adjunct requirement for teaching online to 2 classes or 6LHE, without having to do face-to-face. Overload is not considered in the calculation. Working on clarity. • Instructors must maintain a California address. • The district purchased a module for curriculum but has not decided whether to use *CurricUNET* or *eLumen*. • Dr. Suderman will speak with Kyle to determine whether *Banner* will accept OL, BL, HY in order to differentiate online courses. Definitions need to be consistent across the board (including DE Handbook). • Dr. Scott Lee will send Dr. Beyer the official definitions of *online* from AP&P. • Dr. Beyer will bring the final *Online Load Policy Proposal* to the February 13, 2018 DETC meeting for action. Upon approval DETC will take a formal recommendation to the Academic Senate. Upon Senate approval the recommendation will move forward to the Union for negotiations.
Action Items		None
Adjournment		The Distance Education & Technology Committee meeting of November 28, 2016 was adjourned at 3:58 p.m. by Dr. Bonnie Suderman, Co-Chair.
NEXT MEETING: 2/13/18		

Approved: February 13, 2018 Distance Education & Technology Committee Meeting

Section A - Content Presentation

The 13 elements for quality course design in this section address how content is organized and accessed in the course management system. Key elements include course navigation, learning objectives, and access to student support information. Following the section A review the faculty member will receive ongoing support for recommended improvements in content presentation.

A1   Placement of Unit-level Objectives
A2   Clarity of Unit-level Objectives
A3   Alignment of Unit-level Objectives
A4   Course Navigation
A5   Unit-level Chunking
A6   Page-level Chucking
A7   Effective use of CMS Tools
A8   Student Centered Teaching
A9   Instructions
A10   Individualized Learning
A11   Learner Feedback
A12   Institutional Policies
A13   Student Services

Section B - Interaction

The 8 elements in this section address instructor initiated and student initiated communication. Key elements of quality course design covered in this section include regular effective contact, student-to-student collaboration, and communication activities that build a sense of community among online learners. Following the section B review the faculty member will receive ongoing support for recommended improvements in Interaction.

B1   Pre-Course Contact
B2   Instructor Initiated Contact
B3   Technology Support
B4   Instructor Contact Info
B5   Student Initiated Interaction
B6   Student to Student Interaction
B7   Learning Community
B8   Participation Levels

Section C - Assessment

The 8 elements in this section address the variety and effectiveness of assessments within the course. Key elements include the alignment of objectives and assessments, the clarity of instructions for completing assessments, and evidence of timely and regular feedback**.** Following the section C review the faculty member will receive ongoing support for recommended improvements in Assessment.

C1	Athenticity
C2	Validity
C3	Variety
C4	Frequency
C5	Rubric/Scoring Guide
C6	Assessment Instruction
C7	Feedback
C8	Self-Assessment

Section D - Accessibility

Content Pages

The 7 elements in this section are reviewed to determine if a student using assistive technologies will be able to access course content pages as required by Section 508 of the Rehabilitation Act of 1973 (also known as "508 Compliance"). Following the section D Accessibility review the faculty member will receive ongoing support for improvements needed in Accessibility Content Pages.

D1	Heading Styles
D2	Lists
D3	Links
D4	Tables
D5	Color Contrast
D6	Color and Meaning
D7	Images

Accessibility Files

The 11 elements in this section are reviewed to determine if a student using assistive technologies will be able to access files presented throughout the course as required by Section 508 of the Rehabilitation Act of 1973 (also known as "508 Compliance"). Following the section D Accessibility review the faculty member will receive ongoing support for improvements needed in Accessibility Files.

D8   Heading Styles
D9   Lists
D10   Links
D11   Tables
D12   Color Contrast
D13   Color and Meaning
D14   Images
D15   Digital Reading Order
D16   Digital Presentations
D17   PDFs
D18   Spreadsheets

Multimedia

The 5 elements in this section are reviewed to determine if a student using assistive technologies will be able to access multimedia presented throughout the course as required by Section 508 of the Rehabilitation Act of 1973 (also known as "508 Compliance"). Following the section D Accessibility review the faculty member will receive ongoing support for improvements needed in Accessibility Multimedia.

D19   Audio VIsual
D20   Live Broadcast
D21   Auto-Play
D22   Flashing Content
D23   Instructional Materials Inventory