



Academic Senate for California Community Colleges

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ONLINE EDUCATION TASK FORCE

Friday, December 5, 2014

3:30-6:30 PM (start time approximate)

Embassy Suites LAX South

1440 E. Imperial Hwy.

El Segundo, CA 90245

CCC Confer - 888-886-3951, <http://www.cccconfer.org>

Passcode: 251124

MINUTES

- I. Call to Order at 2:15pm
 - a. In attendance: Kale Braden, Greg Beyrer, Dolores Davison, John Freitas (chair), Christina Gold (on phone), Fabiola Torres
 - b. Absent: Eileen Smith (flight was cancelled)

- II. Approval of the Agenda by consensus

- III. Approval of the October 31, 2014 minutes by consensus

- IV. Public Comments: No members of the public present

- V. Action items
 - a. Draft Outline of Program for spring Online Education Regional Meetings
 - i. Committee discussed structure of OE Regional Meetings, using the Curriculum Regionals structure as a model. Suggestions were made to have the morning session be a general session divided into two halves, potentially involving the CCCCO, and then have the afternoon provide several breakouts that would be repeated for people to attend.
 - ii. Morning sessions would include topics such as:
 1. Faculty primacy and senate role in DE (academic and professional matters, even if the senate president is not DE faculty, etc)
 2. Curriculum processes/General Education
 3. Accreditation: substantive change, regular and effective instructor generated contact, increased concerns from accreditors, etc
 4. OEI update; regulations
 5. Professional development and the clearinghouse
 6. Effective practices for institutions (i.e. what infrastructure and staffing should a quality DE program have?)
 7. Innovating rather than responding in areas of DE
 - iii. Breakouts would be structured around:
 1. Effective practices for quality online instruction - course design, faculty readiness, student readiness and orientation, student success and retention, course quality and review

2. DE “landmines” (or don’t forget about this stuff!) – working with your union; learning support services and student services online; faculty preference vs. student need; DSPS; integrity, assessment and authentication; board policies; pedagogy versus institutional requirements;
3. Nuts and Bolts for DE Coordinators/administrators/instructional designers/senate presidents – ensuring regular and effective contact; the DE addendum; DE handbooks; reviewing online courses for quality design (rubrics and the like)

VI. Discussion items (time permitting)

- a. DE Effective Practices Paper steering – review and input for DE Paper Task Force
 - i. Committee discussed paper and concluded that given the OEI and other initiatives, the paper would be largely outdated before it made it to the field. The three sections of the paper which could possibly be submitted as Rostrum articles would be those on the need for Student Preparation, Effective Faculty Preparation, and Local Senates and Distance Education. John Freitas will contact members of the paper task force to get their input.
- b. Title 5 definition of distance education – possible revisions to Sections 55200 and 55204 to align with USDE definitions (Resolution 7.07 F14); Agreed with revisions suggested with the exception of removing the very specific language regarding types of contact
- c. Title 5 and distance education attendance accounting – possible revisions to Sections 58003.1 and 58009 (Resolution 13.03 S13): Agreed with revisions. John Freitas will contact ASCCC officers and executive director regarding moving these forward.
- d. Dolores briefly spoke on the upcoming meetings regarding the WICHE GE Passport project, which may have implications for distance education depending on areas such as CSU GE. She will keep the committee apprised of any developments.
- e. Given the work completed by the committee, it was agreed that we would postpone our next meeting to Monday, 12 January 2015, from 10-12pm. The Friday, 12 December meeting is now cancelled.

VII. Announcements

- a. ASCCC Accreditation Institute, February 20-21, San Mateo Marriott (SFO Airport) – registration deadline is January 20.
- b. ASCCC Academic Academy, March 13-14, Westin South Coast Plaza – registration deadline is February 20.
- c. Upcoming Online Education Initiative Steering Committee meetings: Friday, January 16, 2015, 9:30-4:30, Location in the North, TBD.
- d. Next meetings: Friday, December 12, 10:00, CCC Confer; Friday, January 30, 2015, 10:00-3:00, Cosumnes River College, Sacramento.

VIII. Adjournment at 4:35pm