Distance Education Committee
Minutes
10/13/11
Present: AliK, SandyB, IraL, JohnM, KathleenS, MaulaA

1. Recent business: (Ali)
   -- Ingrid Kelly and Alisa Klinger attended President Coon’s Open Forum and Ingrid represented DE issues.
   -- 40% DE position for Spring 2012 in process; Ira confirms UPM's work with the District for this position.
   -- Susan Andrien sent out Course Welcome Letter (CWL) request, 10/5/11. There were faculty responses. Sara McKinnon notified of history and rationale for CWLs. Students need to have this important information prior to enrolling in DE courses.
   -- Susan Andrien to send out student satisfaction questionnaire (item 11, page 40)
   -- Showcased New DE Online Infrastructure for Deans and Chairs on 9/13

2. Consider/recommend to AS which courses should be offered as DE in the future: (Kathleen and Maula)
   Information: Art history, science, language, political science, history, ethnic studies, information literacy, based on Kathleen's discussion with counselor, Theo Fung.
   Data: based on Maula's review of the data for wait lists since fall 2010: Math, English and Biology show greatest need more courses.

   Recommendations/Considerations to AS (Ali will write to Sara McKinnon)
   - More information is needed to track disciplines and potential involvement.
   - All disciplines which offer more than one face-to-face course should be encouraged to offer courses online.
   - In order to offer more online courses, there needs to be additional units.
   - Additional criteria needs to be developed to determine DE unit allocation. DEC will consider a variety of factors upon which to base allocation: student need, highest need, student success, instructor prep, biggest wait list, curricular readiness, and so forth. (See below)

3. Discuss DEC's suggestions for Peggy Dodge's invitation to Education Planning Committee (EPC) Ali will attend EPC and present our discussion/recommendations. (Above #2)

4. Recommendation: offer Moodle boot-camp type training for Phase 2 of Moodle Migration in December and early January. (Ali will ask Susan Andrien and Kathleen Kirkpatrick)

5. Recommendation: Susan Andrien or IT notify faculty of winter break system maintenance schedule (tentatively planned for 1st week of January 2012). (Ali will email Susan Andrien)

6. Table for next meeting:
   Consider/create selection criteria for new DE instructors at COM and continuing education/re-certification for continuing online faculty (from Susan Andrien/WASC: "in the long WASC report we are quite rightly charged to develop a comprehensive DE plan for growth that is not based solely on a faculty member’s willingness to teach a DE course (p 20)."")

Next meetings:
Recommendations to AS made on 10.18.11:

1. DEC recommends to the AS that "All disciplines with more than one face-to-face class in the catalog should be encouraged and supported so that they can offer additional class(es) or section(s) online." In other words, DEC recommends that growth occur with breadth as a first priority for numerous reasons, including increasing the disciplinary stakeholders in DE and widening the sphere of web and web-enhanced instruction at COM.

2. DEC recommends that additional units need to be offered to disciplines seeking to add DE (online and hybrid) course(s) to their offerings, for College of Marin Strategic Plan 2009-2012, Strategic Objective 1.2, to come to fruition. Without the addition of new units in the period from 2009-2011, the growth in the number of DE (online and hybrid) courses offered at COM has been very limited.

3. DEC needs data, such as the kind in the example below from a curriculum resource specialist at another college, to better understand the DE course/schedule profile at COM. Do you know who can provide us with such data at COM or who we should work with to find out what the DE data is per area?

4. DEC will give additional consideration to developing criteria for unit allocation for online and hybrid courses.