

MINUTES, 10/8/18, 3:30-5PM - Distance Education Program Committee

MEMBERS PRESENT: Scott James (Co-Chair); Marilyn Flores (Co-Chair); Amanda Carpenter (Archivist); Sergio Rodriguez (Secretary); DeAnna Martin; Cari Cannon; Alicia Frost;

MEMBERS ABSENT: Student (ASG – vacant)

MISSION

The mission of the SCC DEPC is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

AGENDA ITEM	DISCUSSION	ACTION
Welcome and Introductions (Scott)		
Review Mission, Membership, and Responsibilities (Scott)	Group reviewed and had one change	Update Sergio's title in Membership
Elect Secretary and Archivist (Scott)	<ul style="list-style-type: none">• Sergio volunteered as Secretary• Amanda volunteered as Archivist	
DE Rubric for Faculty Evaluations (Scott)	<ol style="list-style-type: none">1. Awaiting to hear back from union on negotiated DE Rubric and evaluation criteria2. Scott raised concerns over CANVAS wide-range security access given to Deans for eval purposes3. Group liked idea of evaluated faculty sitting with Dean and showing them the regular effective contact in their class<ul style="list-style-type: none">○ Both Alicia & Cari have used this method successfully○ DEPC can formally recommend faculty sit with Dean/Dept. Chair during online eval in CANVAS4. May need to revisit RSCCD BP for regular and effective contact5. May need to develop in-house rubric for guiding online class evaluation, for example, online Math classes may not need discussions threads as much as Humanities classes.	
Online Teaching Certificate Program and Future Discussion (Scott)	<ul style="list-style-type: none">• Reviewed Success Rate data provided by Inst. Research	

	<ul style="list-style-type: none"> ○ Pre-certified online instruction 58% ○ Certified online instruction at 65% ○ Onsite instruction at around 72% ○ Proves certification program has positive effect on student success ○ Success gaps do exist for some equity groups ○ Alicia and Scott discussed eliminating late work policy as means of not punishing students for life issues. Can also be culturally inequitable. • Scott discussed the possibility of reducing the Online Certification program from 12 weeks to 6 weeks by pulling out some sections into self-pace modules. <ul style="list-style-type: none"> ○ Core program will be centered around ADA, regular and effective contact, and class organization ○ This will help divisions increase their qualified PT faculty pool and offer more online sections ○ Group like this idea and would like Scott to proceed with abridging the program • Group discussed how SAC and SCC Certifications programs need to articulate because faculty are RSCCD employees and qualified faculty should be certified to teach at either college <p>Scott will meet with Cherylee at SAC to align programs</p>	
Teaching Load (Scott/Marilyn)	<ul style="list-style-type: none"> • Marilyn mentioned that memo she released regarding faculty load was rescinded • Faculty load falls under the right of assignment discretion of the Dean 	
Technology Newsletter (Scott)	<ul style="list-style-type: none"> • Any one is free to send Alice Ho any article ideas 	
Online Meetings (Scott)	<ul style="list-style-type: none"> • DEPC business will continue online on CANVAS throughout the semester 	

	Face-to-face meeting only scheduled once a semester, usually first Monday of the first month	
Other	<ul style="list-style-type: none"> • Cari mentioned an issue with a student who was seeing the incorrect grade score calculation • Group mentioned a setting in CANVAS to make non-attempted assignments a zero so denominator can include missing work (TREAT UNGRADED AS ZERO). This will solve problem. 	
Reports: a. EMPC	<ul style="list-style-type: none"> • Sergio mentioned EMC reviewing district BP for Nonpayment Drop Policy 	
	Next meeting Meeting Adjourned at 5:00PM	