

## **Educational Technology Committee**

### **Minutes**

**3 September 2008**

**Members Present:** Kelly Boebinger, TL Brink, John Gist, Denise Hoyt, Terry Koeper, Cheryl Marshall, Mark McConnell, Meridyth McLaren, Sandra Moore, Catherine Pace-Pequeno, Aaron Race, Kiran Razzak, Laurens Thurman

**Members Absent:** Snezana Petrovic, Ted Phillips

**Guests:** Trelisa Glazatov

#### **1. Faculty Intent Form**

Colleen Maloney-Hinds - needs to provide further information about the courses she took at Loma Linda.

Courses do not seem to be focused on online teaching – rather just teaching.

A faculty member can be approved to teach online before a course is approved to be online.

#### **2. Teaching Assistant Role in Bb**

Postpone until another meeting

#### **3. Training Updates**

Trelisa from DEC addressed training. She gave a brief intro about her educational background and work experience. She has a background in finance and a Masters in Health Administration. Also has a degree in Instructional Technology. She has also taught at the high school level.

She is in the process of developing some modules for Bb. Her goal is to give faculty a better understanding of the system as well as an understanding of how to approach teaching online as opposed to a FTF. Instructors should go to all modules – they will build upon each other. Trelisa distributed a handout identifying all of the planned workshops. Another goal is that at the end of the modules participants will have a complete shell that they can copy over to a live course. She is available to do workshops on Wed, Thurs and Fridays. Each module will be about 2 hours – 40 minutes of instruction then work time with assistance.

Modules seem to cover all of the areas that we wanted to have addressed - especially the differences between FTF and online.

May want to recommend that instructors new to online should have to take the whole series. For instructors who have done something, this could be supplemental.

Trelisa is doing a Bb bootcamp for Valley – may be something we want to consider as well.

We can work with professional development to make sure we don't conflict with their activities.

Need to have the module series. If possible, offer it twice in the year. We should also have Bootcamps for faculty totally new to Bb teaching. We should have a 4 hour sessions as refresher course for continuing online instructors.

Will modules be available online? If so when? Trelisa hopes to have modules online (as well as FTF) by end of the semester – available by spring.

May want to do a two day summer workshop – teaching various programs. Mt. San Jacinto has done this and it was very successful.

This will be a great addition to our trainings.

DES looking at doing a monthly meet & greet to come and talk to the faculty about what is happening. They will come to each campus although they will be open all faculty on both campuses. They could also do one at the district.

Any issues? Some with videos – eventually should be able to load them into Edustream. We will need to involve publishers in this process to get copyright clearances.

Now that we have courses starting to come through CurriuNet we need to revisit what we are looking for in courses.

DE addendum courses will not go through the usual curriculum process. They will come directly to us.

Mark has a course that is being offered that has not officially been approved through curriculum. This is a concern about the process. The course had to go through multiple people and no one caught that it hadn't been approved.

Administration is going to need a discussion about caps. ETC will need to make a recommendation about caps for online – look at best number for effective teaching.

#### **4. Course evaluation form revision**

DE addendum and 2 week course material evaluation form should be closely related – want quality on both parts, but they should support each other.

What kinds of things do we want to see for a quality online course?

1. Need to address all methods of delivery separately – online, hybrid, telecourse.
2. Need to address all of the parts of the course description in the addendum – especially methods of instruction, methods of evaluation and methods of communication
  - a. Methods of instruction – use of CMS of discussion boards. Needs to include all content, skills and outcomes. ex. If vocabulary pronunciation is an objective on the course outline how will you do this online?
  - b. Methods of communication – need to have opportunities for both synchronous and asynchronous discussions. Synchronous – includes telephone, e-mail, as well as chat.
  - c. Methods of evaluation – must address how will evaluations be done or be done differently?
3. We need to be clear about criteria for a good sample assignment. Don't want instructors to be overly specific – different instructors need to be able to put their own style into the course. Describe how a requirement could be met, rather than what exactly is going to be done.
4. Outline should be unique to the course.
5. Sample materials need to demonstrate the presence of the instructor/be unique to the instructor. This will now be included on the checklist.

Perhaps we need to go back to Curriculum and suggest the need for SLO's in DE addendums as well – currently DE addendums do not have that requirement.

Accessibility issues – DSPS, Technology, Learning/Support Issue Help desk number front and center on Valley's page – it is not on Crafton's. It is on the district website, but many students don't realize we even have a district web page.

We need to establish a process and timeline for passing on courses in CurricuNet. If a majority of members don't review and approve, the course will have to come to the next meeting. Need to make comments in Curricunet.

**5. Other**

We need ETC deadlines for this year. Add to agenda for next time.

Denise will be the DECC rep for the next year.