

Educational Technology Committee

Minutes

17 September 2008

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

Members Absent: John Gist, Snezana Petrovic, Aaron Race

Guests: Daniel Bahner

1. **Approval of minutes from 9/3 by consensus.**
2. **Daniel reported on the upcoming Bb Training by Trelisa.** She has started her training at Valley but it doesn't end until Dec. so can't do training twice in one semester.

May want to put trainings on Wed and repeat on Thursday. Another option is offer it next semester – do a bootcamp in January. The training schedule may be an issue for adjunct but at this point evening trainings aren't possible.

This would be a good use of a flex day. Also useful for faculty who know a little about Bb, but want a refresher on a specific area. They can pick up a module of one or two areas of interest.

May want to think about a skill based certification as opposed to a training certification.

Should we allow instructors to become certified through either method? Don't really know how effective the trainings will be until after we have been through it. We can offer a certificate of completion. Taking the course doesn't mean we won't still be looking at skills through the 2 weeks of course content. The certificate will offer faculty some initiative for taking the training.

Daniel will incorporate the requirements for teaching online into his training flyer.

- 3. Student Concerns about online courses** – we need to have some procedures for how these issues should be handled.
Need to distinguish between types of complaints – are they complaints that are common in FTF as well or directly related to online delivery

Complaints should be used to guide the topics of future trainings. Chairs may not have experience in online. There is a need to have someone with online experience supporting the dean and the chair in addressing complaints with the faculty.

The mentors would be effective in this situation. When we are approving to teach online, we have to hold instructors accountable for providing quality online teaching.

Complaints will most likely go to Catherine and Cheryl first but they will keep the appropriate Dean in the loop.

We may want to think about creating a mechanism for revoking or suspending online teaching approval/ withdrawal of support. We would only be making recommendations to management since they have the right of assignment.

- 4. Looking at a productivity measure of 525** – 35 students in an 18 week class.

Will need to look at what are reasonable caps for classes.

Cap of 25 for online classes, at least for the first time, is based on research about best practices for online. We need to look at suggested caps for second time around.

We want to maintain quality. May need to rethink our model of teaching – large lecture, smaller group discussions.

Some caps have been determined by room size – not the best method for determining caps. Information about caps needs to be distributed to chairs and faculty.

Goal is also retention. Online classes need to have instructor presence to help with this. There is actually quite a lot of individual instruction in online classes.

- 5. Scheduling of DE Courses.** We are creating lists of approved courses, but there is a breakdown when it comes to scheduling.

Some of these issues will work themselves out over time and as everyone becomes more familiar with the entire process.

There is currently very little training for faculty chairs. Many faculty chairs may not be aware of all of the things they need to check on regarding online class scheduling. Accountability for scheduling ultimately lies with

the Deans, however. Perhaps have Deans attend a chairs council meeting.

Kim Salt will have a list of online and hybrid classes. This list is also online. We could make deans and chairs as members of ETC website so they can access online documents.

Should the list of classes scheduled for online instruction go through this committee as another set of eyes?

We should add the location of the approved online instructor and courses list on the check off list.

6. **TA guidelines** – Guidelines look good. May want to add a section letting TAs know to not participate in the discussion board – communication with the instructor needs to be through e-mail, not through the discussion board.

Want to have consistency between colleges about the various roles.

7. **Evaluation** – several ETC members are on the tools committee. We need to be thinking about what we would be looking for when evaluating an online course so this can be added to the contract. Denise has a copy of the evaluation Mt. SAC uses.

Need to work out how to get the student evals put online. Want to get started on this right away so that there isn't a gap.

8. **Telecourses** – hours of instruction not the same as FTF. We need to address the conversion of Telecourses to hybrid or online. District would like to sunset telecourses. Will students have the ability to access the videos from home? Another option may be to improve the telecourse – rather than eliminate them.
9. **DE Portal** – do we want ours to look like Valleys? Yes, just better.
10. **Other**

- a. Catherine is the keep of forms
- b. October 1st – testing for the service patch.
- c. Next meeting focus on evaluation, telecourses – TA role
- d. Medical terminology class – invite instructor to ETC meeting to discuss issues. Have extra methods of evaluation in online than FTF – shouldn't do this. Having less is not okay, but why is having more an issue?
- e. Dates for turning in DE addendums, course materials, etc. will be sent out.