



**Educational Technologies Committee
Minutes
10 December 2008**

Members Present: Kelly Boebinger, TL Brink, Denise Hoyt, Mark McConnell, Meridyth McLaren, Sandra Moore, Catherine Pace-Pequeno

Members Absent: Cheryl Marshall, John Gist, Terry Koeper, Snezana Petrovic, Ted Phillips, Kiran Razzak, Laurens Thurman, Aaron Race

Terry Beam from Mt. San Antonio College presented on her college's experience with providing online classes.

Important to have a good relationship with faculty and Academic Senate. You don't have to have exactly the same viewpoint, but you do need support for the process. This will be the place to get some of the things done that need to be done.

Mt. SAC History – resolution passed without discussion with the Distance Ed committee. Put a moratorium on DE – no new courses could be passed. Took 3 years to address the issues that were put into the resolution. Needed to have new contract language, half time person, reassign time increased, faculty owned all of the course info/materials. Had to address a few Title 5 issues. In 2004, lifted the moratorium. Online learning faculty coordinator – (used to be mentor) Position was requested during contract negotiation. Teaching and learning technology specialist – half time – also has an assistant at 20% reassign time.

Had to have a process for certifying faculty - SPOT – Skills and Pedagogy of Online Teaching. (We could use COLT – certification of online teaching).

Faculty attend a FTF 1 hour orientation – just an introduction, no commitment. Process included learning Frontpage to deliver class (faculty make webpages). Then the college introduced Bb. They now want to make Bb the only delivery system.

If faculty are interested in teaching online then they sign up for further training. 2 separate task pages to complete. Study guide for faculty available on the webpage. Faculty received pay advancement credit for their time.

Does the approval take forever? What happens if an instructor starts to slack? Perhaps need to include some piece in the evaluation process.

Putting together a flyer for counselors to give to students who express an interest in online.

Faculty have to request a Bb account – not automatically given. In order to get the shells, they have to do a 4 hour training. There is a Bb challenge test for faculty who think they already know all of the Bb skills.

They have anonymous course checkers. They do a workshop for the Deans each semester. Deans have been instructed not to let online classes be printed in the catalog without an approved instructor.

www.mtsac.edu

Links to all of the other sites are through the home page – distance learning.

If we want quality in the course, there must be standards. If standards aren't met then the document goes back. Readiness documents must go through coordinator before they go to committee for approval. It may be a hurdle to teaching but it is the only way to assure quality of courses and instructors. Things that do not meet the standards must be sent back until they are correct. Instructors must fill out forms in their own words – not copy the forms from another instructor. Samples are available but cannot be copied and pasted.

DL Course Amendment Form – written in a way that any instructor could teach it. New instructors need to have the original approved form so that they know what the course entails

Evaluation –

Recommend to have a skills based assessment.

DE – doesn't approve content, only delivery. Content is for the department.

Oftentimes have more components in the online class to meet the same objectives as the FTF.

Lessons Learned

Early adopters, the next adopters, the late adopters – the later people will probably need a little more assistance. Are thinking about creating an online learning workshop for these people who need more support.

Some will still want to do it on their own, others will want to come to a FTF class - they can't figure it out on their own. Wish they had set this up in the very beginning. Having multiple methods of training, let people self select.

Buy the evaluation software. Before starting class, students should have to take a pre-skills test.

Have been given the directive to increase the success and retention rate in DL classes by 5%.

Need to have access to the student self assessments outside of Bb.

Evaluation needs to be based on what an instructor does during the class.

Contract language should be revisited on a periodic basis and revised for currency.

Come up with a list of the things we need to do a good job. May not get it all, but the list will exist.