

District Online Committee (DOC) Academic Senate Report – Spring 2017

| 2016 Activities and Outcome | |
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| Members | Lisa Beach (Director DE, co-chair), Amanda Greene (Counseling), Alice Hampton (Child Dev.), Dave Harden (Computer Studies), Corrine Haverinen (DE), Mitch Leahy (A&R, Ex Officio), Davis Mannino (Behavioral Sciences), Michelle Hughes Markovics (AFA), Michael McKeever (Computer Studies), Joseph Owen (Disability Resources), Cathy Prince (Dean, Instruction & Strategic Program Development), Mike Roth (IC, Ex Officio), Andrea Thomas (KAD), Phyllis Usina (Library, Faculty co-chair), Alicia Virtue (Dean, LRET), Cheri Winter (Scheduling, Ex Officio), Maureen Wolfe (Health Sciences). Guests: Walt Chesbro (ICLabs), Liz Du Plessis (DE), Blair Lamb, (OIR) Michelle Vidaurri (Student Services). |
| Committee Function | <ol style="list-style-type: none"> 1) Promote the knowledge and understanding of Distance Education across the District. 2) Provide a forum for the discussion of and assisting with online issues related to curriculum development, faculty training, and faculty support. 3) Conduct regular assessment to determine online learning needs. 4) Develop and recommend District policy and procedures in the area of online learning. 5) Maintain a set of best practice recommendations for online instruction. 6) Provide input on the Online Learning website. 7) Provide advice as requested on matters related to online instruction. 8) Consult with the Educational Planning & Coordinating Council (EPCC) on matters related to online instruction. |
| 2016/2017 Goal Areas | <ul style="list-style-type: none"> • DE Strategic Plan [Committee Function 1, 2, 3, 4, & 7] • Meeting Accreditation & State/Federal Requirements [Committee Function 4, & 7] • Increasing Online Course Retention & Completion [Committee Function 1, 2, 3, 4, 5, & 7] • Professional Development for DE: Faculty Support & Workload [Committee Function 1, 2, 3, 4, 5, & 7] • Distance Education Staffing [Committee Function 2, 5, 6, & 7] • Assessment [Committee Function 3] |
| March 2017 | <p>Next Agenda:</p> <ul style="list-style-type: none"> • Canvas Executive Business Review (EBR) Results [Committee Function 7] • SRJC Online Summit [Committee Function 1] • OEI Update [Committee Function 2] • Online Faculty Workload Issues [Committee Function 2, 4, & 7] • Online Course - Success and Retention Data [Committee Function 3] • Assessment – Faculty Survey [Committee Function 3] • Online Courses – Exam Proctoring [Committee Function 4] |
| 2016-2017 – Digest of DOC Minutes | |
| February 2017 | <ul style="list-style-type: none"> • Ongoing DE department update –1246 Spr17 (as of 2/6) Canvas sections published (220 online & 1046 face-to-face or blended). Student Success Coach Pilot in Statistics hybrid math courses. QuickStart templates for faculty. 106 CA community colleges now using Canvas of which two are live in the OEI Course Exchange. (DOC in role as advisory committee) [Committee Function 2] • CCCCO Distance Education Student Satisfaction Survey – SRJC will participate in the California Community Colleges Chancellor’s Office (CCCCO) statewide online student survey including 5 local questions. [Committee Function 3] • Updating Board Policy and Procedures 3.28 and 3.28P Distance Education – evolving Title V and Accreditation regulations focus on “regular and effective” contact between instructors and students. A review of DE policy and procedure was prompted by District concerns about documenting contact and addressing ambiguities. AFA concerns regarding workload were identified in how contract trumps policy so alignment is important. [Committee Function 4] • Online Student Readiness: New Quest Modules - the OEI provides free online learning readiness materials in the Quest Modules for use in classes. Modules contain built in assessment activities. [CF 7] • DE Strategic Plan the current DE Strategic Plan Draft 1-20-17 was reviewed. Goals include areas of Faculty Support, Student Support, Accreditation, State, and Federal Regulations, Increasing Enrollment, Infrastructure, and Marketing and Outreach. [Committee Function 2, 3, 4, & 7] |

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| <p>December 2016</p> | <ul style="list-style-type: none"> • Ongoing DE department update – statewide DE resources added to DE website, data: canvas conversion, faculty support efforts, OCP, 102 of 113 CA CC have adopted Canvas, Course Exchange pilots ready , OEI revised Course Design Rubric of best practices, Online Teaching Conference 6-1-17, Veracite is alternative to more expensive Turnitin, (DOC in role as advisory committee) [Committee Function 2] • Future agenda priorities identified: SRJC online exam proctoring faculty survey [Committee Function 3], policy update for online final exams [Committee Function 4], policy update for addressing statewide regulations fined CCSF \$39 million dollars for lacking online course documentation (http://www.sfgate.com/education/article/City-College-can-t-prove-it-taught-16K-10791949.php) [Committee Function 4]. • Online Final Exam Policy update needed based on faculty problems self-scheduling face-2-face exams that conflict with District final exams schedule. [Committee Function 4] • Area Round-Ups and DOC Goal Development 2016-17– CONTINUED informal group discussion of constituent feedback on DE needs on Goal list. The biggest needs were identified for goals Online Course Retention & Completion (student preparation), Professional Development in DE (workload, DE staffing for faculty support, Evaluation Guidelines and course quality), and Student Services Collaboration & Support (Early Alert, grant for TA’s/success coaches in online classes). Other goals, Canvas Roadmaps & Shared Content and Student IT Support were not seen as high priorities. [Committee Function 1, 2, 3, 4, 7] |
| <p>November 2016</p> | <ul style="list-style-type: none"> • DE department update – canvas migration status and faculty support: Faculty Flex Credit for workshops and if cap for individual work, online special expertise training certificate = individual Flex option, Canvas course template as best practice orientation what worked, what didn’t, what’s next. Accessibility review update on DE dept. faculty support for completing necessary changes to reduce workload, participation on statewide level. Lecture Capture recording support and archiving. Online college Project process simplified, increased stipend, more faculty support staff, Intellectual Property policy. H5P tools, Student Canvas readiness tools. (DOC in role as advisory committee) [Committee Function 2] • Area Round-Ups and DOC Goal Development 2016-17 – informal group discussion circle where DOC members shared feedback from their constituents regarding the needs listed on Goal list. The group determined there are many needs related to online instruction so it is a challenge to try and narrow the goals because all are important. Request to continue the informal discussion format at Dec. meeting. [Committee Function 1, 2, 3, 4, 7] |
| <p>October 2016</p> | <ul style="list-style-type: none"> • DE department update (DOC in role as advisory committee) [Committee Function 2] • Need to Grow Enrollment – invite for DOC members to participate in joint Academic Affairs and Student Services workgroup for Online instruction formed in response to Dr. Chong’s 2020 initiative. [Committee Function 7] • Online Student Services New Student Success Technologies position will be addressing the accreditation identified gaps. [Committee Function 7] • DOC Goal Development 2016-17 & DE Strategic Plan Update - reviewed the DOC Goal Development document to define goals to focus on this year. Reminder to speak with constituents and bring concerns to Nov. meeting. Priorities DOC has identified are: DE Strategic Plan, Accreditation & State/Federal Requirements, Online Course Retention & Completion, Professional Development in DE (including workload), Canvas Roadmaps & Shared Content, Student Services Collaboration & Support, and Student IT Support. • DE Strategic Plan - update from DOC Co-chairs work on the DE Strategic Plan draft and discussion of direction. [Committee Function 2, 3, 4, & 7] • Online Retention & Completion - discussion about the Public Policy Institute of California, 2015 study, Successful Online Courses in California’s Community Colleges and demo of new SRJC Factbook data visualizations for SRJC f2f vs. online courses. [Committee Function 4] |

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| September 2016 | <ul style="list-style-type: none"> ● DE department update including online retention and completion discussion and question about the Online Education Initiative (OEI) Course Exchange program, AFA workload concerns regarding Canvas conversion and increase in faculty support via DE dept. staff (ninjas), A&R need identified for unified online student support resources. (DOC in role as advisory committee) [Committee Function 2] ● Review of committee practices including discussion of policy manual: Governance and the Committee System 2.5 & Governance and the Committee System 2.5P & Distance Education 3.28 & Distance Education 3.28P Including discussion of DE policy and procedures not being current enough to address changing accreditation, stand and federal regulations. [Committee Function 4] ● SRJC Distance Education Needs Analysis 2016-17 – review and brainstorm committee goals for the next year. Members were asked to solicit feedback for Goals from their constituents. [Committee Function 1, 2 & 3] ● DE Strategic Plan Development Activity – small groups reviewed other CA CC DE Strategic Plans and identified components important for SRJC plan. Recommendation to write plan as a sustainable but visioning document and include actionable items that address SRJC’s identified needs of Faculty Support, Accreditation, State, and Federal Regulations, Enrollment, Infrastructure, and Student Support. [Committee Function 4] |
| May 2016 | <ul style="list-style-type: none"> ● DE department update (DOC in role as advisory committee) [Committee Function 2] ● Data SRJC progress canvas course conversion and comparison of CA CC Canvas faculty trainings. [Committee Function 3] ● Student access - Syllabus upload for faculty home pages, DE dept. joint work with IT [Committee Function 4] ● Faculty support: DE dept. work with faculty in various departments to develop roadmaps or repository of shared instructional materials [Committee Function 3] ● DE Needs & DOC 2016-17 Goals –review of DOC needs analysis conducted in Fall 2015 and discussion of relevant areas for DOC goals. [Committee Function 1, 2 & 3] |
| April 2016 | <ul style="list-style-type: none"> ● DE department update (DOC in role as advisory committee) [Committee Function 2] ● ACCJC Accreditation Standards Changes for DE (discuss results of DOC review) [Committee Function 4] ● Online Student Services and how address accreditation concerns for SRJC. [Committee Function 4] ● Assessment Planning –discussion of needs and problems assessing right now when SRJC is running 3 course managed systems. Conclusion = wait and run faculty and student surveys next year. [Committee Function 3] |
| March 2016 | <ul style="list-style-type: none"> ● DE department update - problems with CATE server (DOC in role as advisory committee) [Committee Function 2] ● ACCJC Accreditation Standards Activity – the group split into teams to review potential District vulnerabilities and for potential DE opportunities for resources or infrastructure improvements. [Committee Function 4] |
| February 2016 | <ul style="list-style-type: none"> ● DE department report/update including DE Conference at SRJC (DOC in role as advisory committee) [Committee Function 2] ● SRJC Accreditation– ACCJC follow-up report recommendations on online data and online tutorial and student services DOC was asked to participate as a resource [Committee Function 4] ● ACCJC Accreditation Standards Changes for Distance Education– new standards are infused with DE requirements, DOC identified district to be prepared for next cycle. [Committee Function 4] ● Senate concern Student Access, current systems are confusion for finding online courses / DE dept. response to work jointly with IT to make faculty home pages and find courses pages [Committee Function 2 and 4] ● Accessibility – federal regulations, board policy, and review cycle for online courses. [Committee Function 2] |