DATE OF MEETING: 9/8/14   LOCATION: CAI 227   TIME: 1:30pm - 3:30pm

VOTING MEMBERS PRESENT: Michael Allen, Donna Ayers, Roula Dakdouk, Carolyn Daly, Mark Hobbs, David Jordan, Sarah Master, D’Art Phares, Gary Prostak, Curt Riesberg, Robert Smazenka

VOTING MEMBERS ABSENT: Cathy Brinkman, Mari Rettke

RESOURCE MEMBERS PRESENT: Pat Flood, Said Pazirandeh

Call to Order by: D’Art Phares (co-chair) at 1:35 pm
1. Business/Law Recommendations/Commendations
   a. The committee discussed the notes on the comprehensive review.

2. Math/CSIT Recommendations/Commendations
   a. The committee discussed and amended the notes on the comprehensive review.

3. Approval of seating two members from the same department for EPC
   a. Math/CSIT and ESL/Dev Com/Learning Skills
      i. MSA (Allen/Smazenka) to approve both at the same time. Daly abstained.

4. Approval of Minutes of June 2, 2014
   a. MSA (Prostak/Ayers) to approve as written. Daly abstained.

5. Call for new items
   a. n/a

6. Review of outstanding action items
   a. Approval of outstanding recommendations/commendations for Business/Law and Math/CSIT were completed in items 1 and 2 above.

7. Professional Studies’ comprehensive review
   a. L. Zandalasini has until the end of September to complete the program review. EPC will put it on the agenda to review it in October.

8. Committee Reports
   a. Faculty Hiring Prioritization (Phares reporting per Fenton’s email)
      The 2014-2015 revised FHPC application is available (Leslie has advertised this at senate and flex day). We are creating a time frame of the complete application submission process (including deadlines for application submission, senate forwarding list, president selections, and chair’s list of approved positions). In addition, we are creating time line and instructions for chairs to more efficiently hire the new faculty. This will be sent to chairs with the approved positions.

   b. SLO/PLO/ILO Assessments (Flood) – handout details below
      i. The 2nd Annual SLO Summit will be Friday, October 17. Bob Pacheco, who is one of the most well-known and respected people in outcome assessment, will be joining us. He is a dean at Mira Costa College and also the State Assessment Coordinator for the RP group. All faculty will be receiving a save-the-date flyer soon about this.
This summer we revised the SLO Curriculum Addendum (attached). As Said mentioned on Flex Day during his presentation, this document will be used to update SLOs. It is critically important for accreditation that the SLOs listed in course syllabi are the same as the ones in the Course Outline of Record. This addendum will enable the Curriculum Committee to fast track any SLO updates.

Over the summer Deborah Paulsen and I have been working on creating the template for a Learning Outcome Assessment newsletter and you faculty will soon be receiving the 1st edition of this “Sunshine” paper.

LOAC’s first two meetings this semester are planned for Wednesday afternoon, September 24, and October 8 with the time to be determined depending on survey results from the members. We are tentatively planning on 3:00.

Faculty have been asked to emphasize SLOs in their courses and help the students understand how assignments help to fulfill them as well as the discipline’s PLOs.

Of critical importance this semester will be for us to complete the assessment of all Program Learning Outcomes and any courses assessments that have not yet been done. We have to be at 100% assessment for our accreditation follow-up report and to meet the two-year rule.

The pilot ILO Information Competency assessment was completed this summer and will be discussed at LOAC; it will be revised, and the survey will be sent out again this semester.

Nick Minassian has been working this summer on some changes in the online SLO system to make it easier to copy assessments and to link course assessments with program assessments. The changes will be completed by September 10 and should enable us to reach 100% assessment of PLOs by the end of the semester.

c. Essential Skills Committee (Prostak) – Tabled, the first meeting isn’t until 9/10/14

d. Accreditation – Phares will get in touch with Kelly Enos

e. Budget and Planning – Tabled (Brinkman absent)

f. Distance Education (Jordan) – handout details below

i. 1. The DE Plan was approved by the Academic Senate and College Council in their respective May 2014 meetings.

ii. 2. DE and Student Services/Counseling created at task force, the DE/SSSC Task force with the aim of developing and implementing online counseling and student services, and DE will focus on these efforts during the Fall 2014/Spring 2015 as its primary goal.

iii. 3. Fall 2014 had 166 etudes course shells created, and over 6500 students uploaded into their etudes classes and using it both for on campus and online classes

iv. 4. DE added a new member to its committee - AFT rep, and new faculty member Rita Grigorian. The DE Committee welcomes her

v. 5. The AFT Article 40 contract has been updated in recent contract negotiations, and will be rolled out shortly. The DE Committee will review and inform EPC as it impacts DE and the college

vi. 6. The District DE Stakeholders (a District shared governance type committee) met over the summer, and the District Academic Senate News of 8-25-14 provided a DE Stakeholders report. The report included the status of the state Online Education
1. The DE Stakeholders, chaired by David Beaulieu, met on Tuesday, August 19, 2014 at the LACC Student Union to discuss a number of pending issues, including the status of the state Online Education Initiative (OEI), state authorization reciprocity, online student support and 508-compliance, and the creation of a summary document of district DE efforts.

Beginning with the summary document, the group decided to request research data assistance from the Ed Services research and planning folks that could update the last substantive evaluation of DE done by George Prather several years ago. The last report was focused only on DE and student success in online courses. The committee decided to expand the report to all modes of DE, including hybrid and web-enhanced courses, the growth of enrollment in DE, student success rates by mode, the growth of online student services, and a review of student demand surveys from the campuses. Finally, the report should provide a list of concerns and problems relevant to the DE program. It was decided that the report should be presented to the Chancellor and a presentation made to the Board of Trustees at an Institutional Effectiveness and Student Success Committee meeting or a Committee of the Whole.

The committee also discussed the progress of state authorization reciprocity agreements and where we stand as a district and the status of state regional consortia ["SARA"]. It seems there are not many students enrolled in DE classes outside California (most seem to be at West, given their large DE program) and a relatively small number of states with charges associated with out-of-state enrollment. Deanna Heikkinen, DE Coordinator from Valley, has been researching this issue and said she would prepare a report for the next meeting.

Don Gauthier gave a short summary of the work by the Single LMS Feasibility Task Force that was completed in March after ten months of deliberations. Joe Perret of Pierce College, and a member of the OEI Distance Ed committee, then provided an overview of the work completed thus far by the state OEI committee, as well as a status report and timeline for the rollout of a state-wide course management system (CMS) in the near future. Foothill and Butte Colleges were awarded the grant to develop the system to focus on gateway classes that students could take anywhere in the state. A few groups of “launch colleges” were created to focus on online support, the learning/course management system itself, early launch, and online proctoring. The implementation plan calls for an RFP this fall and a decision by December 31 for a course management package that would be modified for the needs of the community colleges and deployed in less than a year. The CMS would be provided to all California community colleges at no-cost with 24/7 online support and will be run by the state Chancellor’s office. Details of the timeline are provided at the end of this newsletter. The meeting concluded with some discussion on the need for support services for online students and discussions involving librarians, student success deans and students.

The following is a brief summary of the timeline for the state CMS development plan provided by the OEI Statewide Program Manager, Steve Klein to our rep, Joe Perret.

1. RFI Review (July 28 – August 22)
2. Distance Education Leaders Discussions (September 8-17)
3. RFP Development (July 28-September 15, Release RFP September 22
4. RFP Responses Review and Scoring (November 10-13 (tentative)
5. CCMS Selection Short List of Vendors Announced (November 14 (tentative)
6. CCMS Onsite Demonstrations and Interviews (November 20-21 (tentative)
7. CCMS Final Recommendations (December 1 (tentative)
8. Vendor Contract Signed (January)
9. System Deployment for Course Migration/SIS Integration with Pilot Colleges (February-May, 2015)
10. Live Courses with Pilot Colleges (June, 2015)

There is no definite date as yet for a full release of the state CMS. This does support the decision of the DAS to not recommend the purchase of a district-wide single LMS at this time, given the aggressive time-table of the state project.

Welcome back and best wishes for the coming semester.
Don Gauthier, President, District Academic Senate

vii. 7. On 9/16/14 DSPS will have a training on Creating Accessible Documents in the Arroyo Room, from 10-1 pm and 2-5 pm.

8. The DE Committee will continue to work on **DE Actionable Items** under the new approved DE plan including reviewing and adopting a regular effective contact policy for DE/online instructors, and develop and implement with Counseling and Students services online counseling and other online student services.

1. DE PLAN Actionable Items
   1. DE/SSSC - DEC recommends Ad Hoc DE/SSSC Committee 4/19, DEC recommends charge and membership by 5/21, DE/SSSC convenes and identifies technology/resources for online counseling by 10/1, implementation of online counseling by 12/1, assessment and evaluation by 2/1/15
   2. DE Survey -- questions complete by start of 8/25, survey complete by 10/1, results evaluated and recommendations by 11/1, actions/improvements identified by 12/1, assessment and evaluation by 2/1/15
   3. Regular Effective Contact Policy - 4/16 DEC recommends a Regular Effective Policy be adopted, review of "best practices" of Mira Costa, Foothill, Mount San Jacinto, Chaffey, and others by 5/1, adopt policy by 5/21, actions/improvements identified by 9/30, implementation by 12/15, assessment and evaluation by 2/1/15
   4. DE Website redesign - review design, make recommendations by 8/25, student/faculty focus groups by 10/1, evaluate results by 11/1, identify actions/improvements by 12/1, implement suggested changes/improvements by 1/15/15, assessment and evaluation by 2/15/15
   5. Curriculum/DEC/SSSC - review and update steps/procedures for evaluation of online instruction and student services for online students by 10/1, identify actions/improvements by 12/1, implement suggested changes/improvements by 1/15/15, assessment and evaluation by 2/15/15
   7. DE Charter - DEC reviews "best practices" on goals of DEC by 5/21, edit/revise and update charter by 8/25. Compare goals with new AFT 1521 - Article 40 by 10/1, review membership, and recommend additional members by 10/1, submit
for review and approval by EPC by 10/30, by Academic Senate by 11/10, and College Council by 12/10, and publish on website by 12/15
8. DEC/Prof Dev/DSPS - schedule workshops to assist faculty with 508 standards by 5/21, provide training, tutorials, videos, powerpoints by 10/15, assess and evaluate by 11/15, identify actions/improvements by 12/15, implement improvements by 1/15
9. DECO - DEC update scope and responsibilities of DECO - review duties/responsibilities/charge of DECO - by 9/1, update and adopt scope and responsibilities of DECO by 10/1, VPAA to evaluate reassign time for DECO by 11/1, updated scope and responsibilities, and reassign time published on website by 12/1, assess, evaluate, and suggest improvements by 2/1/15. The Accreditation Steering Committee (ASC) requested that DE be represented in the ASC and DE will meet on 9/17/14 to select a DE representative to the ASC.

g. Curriculum (Pazirandeh) – No activity to report.
9. Scheduling Budget Prioritization Review
   a. Tabled
10. New Round of Program Reviews in Spring
   a. Master discussed how Minassian is working with LAVC on the programming and software for their program review. Hopefully he can integrate these updates and additional changes into Mission’s program review software.
   b. Committee discussed possible changes to questions.
   c. MSA (Smazenka/Daly) to approve that EPC requires the department to complete the comprehensive review 45 days before the scheduled meeting with EPC. Riesberg abstained.
   d. Formation of teams and scheduling of program review dates at next meeting.
11. Adjournment at 3:08 pm

Next meeting on September 22, 2014.
Minutes – T. Drueco