



Santa Ana College  
Distance Education Advisory Group  
Minutes – November 7, 2014

To: Distribution  
From: Cherylee Kushida, Chair, Distance Education Advisory Group

**District Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

**College Mission:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

**Distance Education Mission:** Our mission in Distance Education at Santa Ana College is to provide our students and faculty with the highest quality distance education program. We accomplish this mission by assuring that coursework for our students provides the depth and breadth of a quality post-secondary degree education while insuring the use of leading edge technology and excellence in teaching.

---

Members Present: Jodi Coffman, Crystal Jenkins, Cherylee Kushida, Rick Manzano, John Ross, Jr., Dennis Sadler, Roy Shahbazian

Topics:

- Online Teaching Certification
  - Reviewed DE Instructor Certification Policy revision (attached)
    - Cherylee will contact Louise Janus for Academic Senate approval of the revision
  - @ONE faculty certification completers will be able to teach a DE course, but will be required to complete Module I in at least one semester. Module I will be revised to include SAC specific tools.
  - Discussion regarding adding a demonstration component to Module V, to be done with an Advisory Group member. This can be in place for the Spring 2015 cohort.
  
- Online Degree Pathway
  - Course offering order – ACCT/ECON offering in the same session has proven to be difficult for students.
    - This will be revised beginning Fall 2015 for the Bus Adin Major Pathway
  - Suggestion was to provide students with a uniform format for the Pathway courses. With the short period of time to get to know a course organization in an accelerated course, it was agreed that a course navigation “template” would be beneficial
    - Cherylee will create a draft template for the December meeting discussion
  - Accounting mentioned the need for tutoring in Learning Center for Accounting and Econ online courses. It was further discussed that an improved tutor concept would be an online monitored question/answer discussion board.
    - Cherylee will discuss the need for additional Accounting and Econ tutors that can communicate minimally by phone or skype and plant seeds for a responsive online Q/A tutoring tool support.
  - Pathway Orientation
    - Plan to have new students for the first hour (4-5pm), then returning pathway students (5-6:30pm)
    - In discussion we liked the ideas of having returning pathway students discuss/advise new students and faculty in the upcoming semester present the key takeaway for students to prepare for their course.
    - Invited faculty would be the Spring semester faculty in the pathway. (approx. 12 faculty, 4 per pathway)
    - Pathway Orientations will be planned for the Monday of Flexweek (4:00 – 6:30pm), for Spring 2015, it will be on **February 2<sup>nd</sup>** Mark your calendars!
  - Survey 1<sup>st</sup> 8-week Pathway Students (attached)
    - Discussed the need to obtain feedback on the Orientation and current processes of the Pathway from our students. It was relayed that a pathway students wanted the ability to have loaner textbooks from other students. This question was added to the survey.
    - Plan to distribute survey in the coming week.

- Math for Pathway
  - Automated Math Assessment program for placement – Roy is working on this, has discussed with Math Dept. Will begin with the intent to assist student in identifying proper Math placement test to take.
  - “Refresher” (to help refresh students between semester Math courses)
    - Roy will look into the possibilities of working on a Math 80 (or 84?) refresher self-paced online module. Possible for end of Dec 2015 prior to Intersession.
  - Math 084 offering for online and Pathway?
    - Roy will discuss this need at the Math Dept meeting for summer 2015. Current plan for Math is to offer Math084 for Fall 2015 online.
  
- Student Success Improvement
  - Cherylee had brought up that other colleges require the use of the LMS for all classes for handouts and Grades. The purpose was for student success and consistency. In DE, students call because they believe they are not enrolled in a course or want materials for their course, but Bb is not used by their faculty. The possibility of requiring a minimal syllabus and gradecenter usage would help to increase student information. The hope is that faculty would find it easy to put all handouts on Bb.
    - Cherylee will look into this further with other colleges.
  
- Faculty Mentors
  - Discussed need for faculty mentors to provide guidance and Quality Assurance again.
  - Suggested rates for mentors is proposed at \$250/mentee
    - Cherylee will discuss with Omar and look into the DE budget
  
- Fall Meeting Schedule
  - 9/10, Wednesday, 11:30am – 1:00pm
  - 10/01, Wednesday, 11:30am – 1:00pm
  - 11/07, Friday, 8:00 – 9:30am
  - **12/03, Wednesday, 11:30am – 1:00pm**

Members:

Jodi Coffman

Ray Hicks

Crystal Jenkins

Elliott Jones

Cherylee Kushida

Rick Manzano

John Ross Jr.

Dennis Sadler

Roy Shahbazian

cc: Omar Torres