



Santa Ana College
Distance Education Advisory Group
Minutes – April 20, 2016

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, Zachary Fish, Mary Funaoka, Cherylee Kushida, Rick Manzano, John Ross, Jr.

Topics:

- **LMS Taskforce**
 - Canvas discussion, **April 28th, 2:30 – 4:00pm, D-103**
 - Participants will have tested in the Canvas Sandbox – either by importing their course from Blackboard or by creation of a new course
 - OEI Representatives will provide an [Online Educational Initiative \(OEI\)](#) perspective
 - Canvas will be available for any Q&A via web meeting or phone
 - Blackboard will be onsite for Q&A
 - *ADVISORY GROUP MEMBERS, PLEASE TEST CANVAS AND TRY TO ATTEND!*
- **Student Survey**
 - Reviewed sample – great feedback!
 - Adjustments have been made to Survey:
<https://www.surveymonkey.com/r/SACStudentSurvey2016>
 - The survey will be sent to all DE students next week via email, with two planned email reminders.
- **Faculty Survey**
 - Will be sent to all faculty with logic for questions related to those that do not use Blackboard, use Blackboard but are not DE faculty, and DE faculty.
 - To be further refined and emailed to advisory group.
- **NetTutor**
 - [NetTutor](#) provides online tutoring, both on-demand and asynchronous Q&A.
 - SAC has improved OEI negotiated pricing. We have begun piloting in online sections of Accounting (101, 102), Economics (121), Math (083, 084, 105, 140, 150, 219).
 - NetTutor link is directly within the Blackboard course menu. Easy to access. We will survey students at the end of term.
 - Looking for more pilots for Fall 2016!
- **Proctorio**
 - [Proctorio](#) is software that provides an online proctoring service.
 - Requirement is a reliable internet connection and webcam. A webcam will be available for students using the ACC and Library for use during extended hours. A limited number of webcams will be available for student checkout through DE.
 - It will be suggested that Proctorio is offered as a choice for online students, not as a mandatory proctoring. If students cannot attend the instructor nor SAC Assessment Center testing offerings, they can use Proctorio as a viable testing alternative.
 - Proctorio provides a lockdown browser and limits exam usage to a single screen. There is 24/7 support for students and faculty.

- The automated software proctoring flags student behavior that out of the norm for directed faculty review.
- Would like to pilot in online summer Math courses. Will work with faculty on this.
- **Online Course Quality**
 - Discussion ensued regarding a lack of consistency of online course offerings
 - The OEI Course Rubric was not used as a required course review rubric in early Online Teaching Certification cohorts. It has been viewed as a highly successful tool for self-evaluation as well as for Module V evaluation for certification completion.
 - Overall agreement is to require all Certified Online Teaching faculty to update their certification by completing the OEI Course Rubric, notating how and where each section is meets the criteria in their current online/hybrid course.
 - It was suggested that a fall flexweek session is run on the OEI Rubric for this purpose.
 - With the advent of the OEI rubric and continuous improvement goals and standards that it is a necessity that these standards are met.
 - More discussion and "Online Teaching Certification Update" model to be reviewed at our next meeting.

Next Meeting: May 11, 2016, 8:00 – 9:30am, A-101

Members:

Jodi Coffman

Zachary Fish

Mary Funaoka

Crystal Jenkins

Elliott Jones

Annie Knight

Cherylee Kushida

Rick Manzano

John Ross Jr.

Dennis Sadler

Roy Shahbazian

cc: Carlos Lopez