From	Kushida, Cherylee	**Date**	Tuesday, August 14, 2012 6:05:00 PM
To	Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Rose, Linda		
Cc	Barker, Marta		
Subject	Distance Education Advisory Group - Inaugural Meeting		

Hello Distance Education Advisory Group members!

This is a Reminder to attend our Inaugural DE Advisory Group meeting:
When: Monday, 8/20, from 10:00am - noon
Where: S-204

Although we have many important DE topics to discuss - we will begin our Inaugural meeting with:
- Review of Purpose
- Online Degree Pathway
- Set Future Agenda Items
- Determine Follow-on Dates

Thank You, Thank You and Thank You!
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

📄**OnlineDegreePathway-SupportDocs.pdf** (483 KB HTML) 📄**WhatCanAMultifacetedProgramDoForCommunityCollegeStudents.pdf** (1.6 MB HTML)

Hello DE Advisory Group members!
We had a nice little group in which the following was discussed:

- **CSUF Online Degree Pathway**
  - Our largest Degree Transfer from SAC is to CSUF, Business Admin. majors
  - CSUF has an online degree pathway program for Bus Admin, for the last two years of their program. Amazing!
  - I met with the Director of their program last week - and I think we'll have a nice pathway for the online degree students to CSUF. To better prepare our students here's what their program requires of their online classes:
    - Classes have a similar format (e.g. menu buttons, etc. for student familiarity)
    - Introductory Video - 5-10 minutes (Faculty are assisted with this.)
    - Multi-media requirement:
      - Narrated PPTS with embedded quizzes - can't continue on a unit without passing the quiz
      - OR use of screen captured videos
    - Proctored Exams - all exams that are of a significant point value must be proctored - they use Proctor U.
    - Discussion and Group work done in LMS
  - I think the above is quite doable (actually our goals probably surpass the above) and would better prepare our students for an online format at other colleges. Proctor U seems like a very good option for both accreditation student verification and preparation for CSUF.
  - *A great suggestion from our group was to discuss the possibility of a voucher with ProctorU, allowing the student flexibility of use for another course and for EOPS/Financial Aid purchase for a student. The need for ProctorU test monies, could then be listed under "Textbook" requirements. I will be following up with Proctor U.*

- **Accelerated Format**
  - CSUF uses an 8-week accelerated format with each course taught one at a time in an 8-week format. There's quite a lot of study in this area showing that for our student population that it helps to achieve a higher success rate.
  - *I'll be putting together a sample 8-week format with our current Plan A and B/C Online Degree Program and will email it to our group for discussion.*

- **Quality Online Course Rubric**
  - We know we need online course standards. Use of a rubric is a way for faculty to know what is ideal and what is acceptable in an online course delivery.
  - *The suggestion was to select an existing rubric, our group liked the Bb Exemplary Course rubric and if we use this one to create an addendum that included our accreditation methods for SAC.*
  - *It was also suggested that this be a topic at a Senate Board Meeting. I will be contacting Ray Hicks with a request to attend an upcoming meeting.*

- **Lerner-Centered Online Course Design** - In our SAC Instructor Training Modules, emphasis will be placed on a change of instructor mindset from a traditional "talking podium head" to an online learner "facilitator". This change in role for faculty will be emphasized in the first "Intro to Online Teaching" module and carried throughout the modules.

- **Instructor Training Modules**
  - Both Dr. Martinez and Dr. Rodriguez are excited about our Online Degree Pathway! We are looking to hire an Instructional Design Consultant to help create our Instructor Training Modules. I have spoken with two people and am awaiting sample work from one. Should be determined soon.

- **Business Division Thoughts to Share:**
  - Need direction on assuring student expectations for participation, dropping, etc.
    - Plan to do some of this in a required "Online Student Preparation" module, also need to prepare a sample syllabi for Online faculty. *I'll try to create a beginning straw model for discussion and editing purposes.*
  - Last Date of Attendance (LDA) - need to clearly state policy. How often does an instructor need to look at WebAdvisor and student participation to drop? After census, can an instructor not update until week 12? Then, update LDA at that time? *I'll look into this -*
  - *Will look into use of Messages within Bb* as an alternative for faculty to use rather than email from sac.edu accounts. For faculty that does not save emails, all correspondence would be saved within the Bb courseshell.
  - *Look into Notification in Bb.*
  - Standard Email - dunning notice type format suggestion for faculty to send to students not participating. Business Division faculty are willing to work to create these. *I will send out a notice to online faculty to see if there is any interest from others to collaborate on this!*

- **Next meeting dates**
    - o Probably best to set some meeting dates and times up front.
    - o I'll be soliciting some regular dates from you and we'll set it up some dates soon!

If you are reading this... Thank you! Thank you also for your interest and participation in Distance Education at SAC!
More later,
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

From: Kushida, Cherylee
Sent: Tuesday, September 25, 2012 5:30 PM
To: Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Rose, Linda; Manzano, Rick
Cc: Barker, Marta
Subject: Distance Education Advisory Group - Meeting Friday, 9/28 10:00am, F-126
Importance: High

Hello Distance Education Advisory Group members!

This is a Reminder to attend our September DE Advisory Group meeting:
When: Friday, 9/28, from 10:00am - noon
Where: F-126 *(Note the change in room!)*

Agenda
- Update on CSUF Online Degree Pathway
- Accelerated Format
- Adoption of a Quality Online Course Rubric
- Learner-Centered Online Course Design Discussion
- Instructor Training Modules
- October meeting date - Doodle?

Attachments (Your nightstand reading!):
- Support Documents for Online Degree Pathway:
    - o **CSU Chico Online Course Rubric (pages 1-10)**
    - o **Blackboard Exemplary Course Program Rubric (pages 19-25)**
    - o **Learner-Centered Online Course Design (pages 11-15)**
- Evaluation Results of an Accelerated Study in Associate Programs for Developmental Education Students: **What Can A Multifaceted Program Do for Community College Students?**

We will be discussing the possibilities of the attached.

Thank You, Thank You and Thank You!
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

From	Kushida, Cherylee	Date	Tuesday, October 30, 2012 8:08:00 AM
To	Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Manzano, Rick; Rose, Linda		
Cc	Barker, Marta		
Subject	DE 10/26 - Meeting Notes for Review and FEEDBACK!		

OnlinePathwayPlanABOnly-10-29-12.xlsx (31 KB HTML) **Absence-Drop rewrite.docx** (22 KB HTML)

Hello DE Advisory Group members!
We had good discussions and made great head-way in some decisions!:

- **Review Distance Education "mission"**
  - Here's what we came up with:
    - 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 higher level education while insuring the use of leading edge technology and excellence in teaching.
    - **Please review and send comments** - we can cement it at our next meeting.

- **Accelerated 8-week Online Degree Pathway format**
  - We reviewed and had great suggestions. The attached documents reflect these changes.
  - **Please review and send comments** - we can cement these are our next meeting.
    - Note: I added the Psych pathway at the end of their pathway for them to make the 60 units.
    - I still need to verify the requirement of PoliSci101 and Hist120 at CSUF
  - We discussed the possibility of starting off the Pathway way with Plan B (Business)

- **Online Student Prep Workshop**
  - I submitted a proposal for a Foundation Innovation Grant to cover a small stipend and software for our Online Student Prep "course"/module. Jodi Coffman agreed to work on this project. We are awaiting funding information.

- **Last Date of Attendance**
  - As I flush out continually changing requirements for accreditation regarding handling of LDA for online courses, I did request the Financial Aid perspective. Here's what Robert Manson said:
    - Thank you for asking. It is currently the college policy that a student <u>may</u> withdrawal on their own or <u>may</u> be withdrawn by the instructor for excessive absences when they miss more that 10% of the class or <u>may</u> by dropped by the instructor if the student does not show up at the first class meeting. Since all of these are optional it is impossible to enforce a standard. Basically, what I would ask for is that the instructor drop the student the day the instructor decides to drop the student, using that same day as the drop date.
    - What is important in financial aid is that the drop/withdraw not be backdated. Backdating drops/withdrawals puts our financial aid program in jeopardy because we have strict time limits for returning funds. In your example: If a

student has not participated since September and the instructor drops the students for excessive absences in November, the instructor must drop the student as of November. If the drop/withdrawal date is backdated to September, the DOE will say that we did not return the funds within 30 days of the withdrawal date and we will be found to be out of compliance. The financial aid office checks enrollment weekly and would suddenly discover in November that the student has not been enrolled for 6 weeks and we are two weeks overdue returning the money before we even knew about it.

- The LDA column in the Bb GradeCenter should be used to enter in the last date that a student participated in your course before your drop. This can be a date of a last email correspondence, quiz, project submittal, discussion board post, etc.
- The ACCJC has specifically said that the columns showing the last login date is Not acceptable as a Last Date of Attendance.
- We discussed how we are individually handling student participation in our online courses and dropping accordingly.
- Crystal Jenkins - will send her participation verbiage in her syllabus to us.
- Here's my blurb in my syllabus:

> **Attendance and Absence Policy**: College policy states that a student may be dropped for nonattendance.
> In this course:
> - Students must **attend one of the mandatory introductory sessions offered during the first week of classes** or they will be dropped for non-attendance.

- Students must **complete the "Orientation Exercises" and participate in Week #1's discussion board by Monday of the second week of classes** or they will be dropped.

- Students must **participate on the course site with discussion board posts, online quiz submissions, project submissions or other online interactions** for that week (blogs, wikis, chat). **If two consecutive weeks of non-participation is observed by the instructor, the student may be dropped.**

- However, please note that **it is ultimately the student's responsibility to drop the class**, not the instructor's. Do not rely on the instructor to drop you if you wish to drop a course. Log on to webadvisor and drop your course.

  - Madeline Grant has a suggestion to update our College Catalog as our current policy speaks only of attendance. for dropping.
    - **Please review the attached and give feedback**
    - Madeline will be checking with Monica Porter on suggestions on an approach to Curr & Instr Council.

- **Advanced Bb Training**
  - Madeline suggested the need for advanced workshops on Groups and Interactive Tools in Bb and brought up the possible use of BSI funds to bring out a Bb trainer. I looked into this and found the type of offerings that they have are two day onsite trainings covering much more for $6,000 - $7,800. This training is much more in-depth, and actually covers what we will be covering in our own Instructor Training.
  - Here's my thoughts - I hear the need for more Advance training. I am willing to do some during Flex. I think I'll offer less workshops on basics, maybe just one or two. **What do you think? What modules do you think would be useful?** Here are some ideas:
    - **Group work in Bb**
    - **Interactive Tools in Bb (Discussion Board, Wikis, Blogs, Journals, Chat)**
    - **LDA & Syllabus Must Haves for Online(?)**

- NEXT MEETING: **November 15, Thursday, 1:00 - 3:00pm, S-215**

Thank you for your interest and participation in Distance Education at SAC!
More later,
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

From	Kushida, Cherylee	**Date**	Tuesday, November 20, 2012 9:39:00 AM

To   Coffman, Jodi; Grant, Madeline; Hicks, Raymond; Jenkins, Crystal; Jones, Elliott; Liang, Mark; Manzano, Rick; Nashua, Loy; Rose, Linda; RossJr, John; Sadler, Dennis

Cc   Barker, Marta

Subject DE 11/15 - Meeting Notes for Review and Feedback

📄**Absence-Drop rewrite.docx** (22 KB <u>HTML</u>) 📊**OnlinePathwayPlanABOnly-11-20-12.xlsx** (31 KB <u>HTML</u>)

Hello DE Advisory Group!

Thank you for attending last Thursday's meeting. Great discussions! Here are the discussion points and some new information:

- **Final Mission Revision**: (change in red)
  - 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.
  - I will include the above in the DE Plan unless I hear from anyone to the contrary.

- **Accelerated pathway format review (see attached for Plan B)**
  - It was discussed that the plan for the Online Pathway not include a mandatory summer schedule. We cannot be certain that the courses will be offered and many other accelerated programs give their students a break during this time. Instead, we can plan for summers to be used for internships and a few activities for the cohort.
  - Dennis Sadler and I worked on the new attached Plan B course schedule for Business. It's back to 5 semesters. Please review and provide input!
- **LDA Update**
  - Madeline discovered from a Plenary session that LDA is most critical for census. After census, date of student activity in a course may be used as the LDA. This would be easily captured in Bb Analytics - a product we would like to have for faculty course/student analysis as well.
- **Catalog plans for change**
  - Madeline reported that the colleges at the Plenary session were either changing Catalog to drop for participation (rather than attendance) or were still unchanged - with attendance in catalog and online syllabi with a different stated participation drop. We agreed that we would like the attached catalog change brought forward to Curriculum. Thank you Madeline!
- **Format for Bb Training - flexweek changes**
  - Sessions to be offered during Flex are **one session** each on Tuesday of: Bb Basics, GradeCenter, Assessments, Group Work, Interactive Tools. (Yea!) I will plan for a couple Friday's during the semester, before the 8-week, where a faculty member can assist in teaching the workshops! (Thank you!) More to follow later.
  - We looked at the MSJC "Academy" and after wiping the drool from our faces agreed it was a nice goal. I have discussed with Allen Dooley and Academic Senate Board. For now, DE will plan our "Tuesday" day as a little start...
- **Instructor Training Module Review**
  - We have hired a temporary Instructional Designer to assist with the Instructor Training Modules! Yea! The work begins.
- I will be:

- Following up with Coastline to see how they handle student verification
- Following up with CSUF on Spring program acceptance for transfer
- Following up with you on beta testing an online proctoring tool for Spring 2013
- Brining the DE SLOs to the next meeting

Next meeting: Thursday, December 13th, 1:30 - 3:00pm

Any questions/comments let me know! Please let me know if I missed anything!
Thank you for your time and energy. It is much appreciated!
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

From: Kushida, Cherylee
Sent: Wednesday, November 14, 2012 4:26 PM
To: Coffman, Jodi; Grant, Madeline; Hicks, Raymond; Jenkins, Crystal; Jones, Elliott; Liang, Mark; Manzano, Rick; Nashua, Loy; Rose, Linda; RossJr, John; Sadler, Dennis
Cc: Barker, Marta
Subject: DE Advisory Group Mtg Reminder - Thursday, 11/15, 1:00 - 3:00pm S-215
Importance: High

Hello DE Advisory Group!

Quick reminder for our meeting tomorrow - note that we are meeting in **S-215, 1:00 - 3:00pm, Thursday**!

Agenda:

Thank you! See you tomorrow!
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida

From: Kushida, Cherylee
Sent: Tuesday, October 30, 2012 8:09 AM
To: Coffman, Jodi; Grant, Madeline; Sadler, Dennis; Jenkins, Crystal; Jones, Elliott; Hicks, Raymond; RossJr, John; Nashua, Loy; Liang, Mark; Manzano, Rick; Rose, Linda
Cc: Barker, Marta
Subject: DE 10/26 - Meeting Notes for Review and FEEDBACK!
Importance: High

Hello DE Advisory Group members!
We had good discussions and made great head-way in some decisions!:

- **Review Distance Education "mission"**
  - Here's what we came up with:
    - 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 higher level education while insuring the use of leading edge technology and excellence in teaching.
    - **Please review and send comments** - we can cement it at our next meeting.

- **Accelerated 8-week Online Degree Pathway format**
  - We reviewed and had great suggestions. The attached documents reflect these changes.
  - **Please review and send comments** - we can cement these are our next meeting.
    - Note: I added the Psych pathway at the end of their pathway for them to make the 60 units.
    - I still need to verify the requirement of PoliSci101 and Hist120 at CSUF
  - We discussed the possibility of starting off the Pathway way with Plan B (Business)

- **Online Student Prep Workshop**
  - I submitted a proposal for a Foundation Innovation Grant to cover a small stipend and software for our Online Student Prep "course"/module. Jodi Coffman agreed to work on this project. We are awaiting funding information.

- **Last Date of Attendance**
  - As I flush out continually changing requirements for accreditation regarding handling of LDA for online courses, I did request the Financial Aid perspective. Here's what Robert Manson said:
    - Thank you for asking. It is currently the college policy that a student <u>may</u> withdrawal on their own or <u>may</u> be withdrawn by the instructor for excessive absences when they miss more that 10% of the class or <u>may</u> by dropped by the instructor if the student does not show up at the first class meeting. Since all of these are optional it is impossible to enforce a standard. Basically, what I would ask for is that the instructor drop the student the day the instructor decides to drop the student, using that same day as the drop date.
    - What is important in financial aid is that the drop/withdraw not be backdated. Backdating drops/withdrawals puts our financial aid program in jeopardy because we have strict time limits for returning funds. In your example: If a student has not participated since September and the instructor drops the students for excessive absences in November, the instructor must drop the student as of November. If the drop/withdrawal date is backdated to September, the DOE will say that we did not return the funds within 30 days of the withdrawal date and we will be found to be out of compliance. The financial aid office checks enrollment weekly and would suddenly discover in

November that the student has not been enrolled for 6 weeks and we are two weeks overdue returning the money before we even knew about it.

- o The LDA column in the Bb GradeCenter should be used to enter in the last date that a student participated in your course before your drop. This can be a date of a last email correspondence, quiz, project submittal, discussion board post, etc.
- o The ACCJC has specifically said that the columns showing the last login date is Not acceptable as a Last Date of Attendance.
- o We discussed how we are individually handling student participation in our online courses and dropping accordingly.
- o Crystal Jenkins - will send her participation verbiage in her syllabus to us.
- o Here's my blurb in my syllabus:

  Attendance and Absence Policy: College policy states that a student may be dropped for nonattendance.
  In this course:
  - Students must **attend one of the mandatory introductory sessions offered during the first week of classes** or they will be dropped for non-attendance.

- Students must **complete the "Orientation Exercises" and participate in Week #1's discussion board by Monday of the second week of classes** or they will be dropped.

- Students must **participate on the course site with discussion board posts, online quiz submissions, project submissions or other online interactions** for that week (blogs, wikis, chat). **If two consecutive weeks of non-participation is observed by the instructor, the student may be dropped.**

- However, please note that **it is ultimately the student's responsibility to drop the class**, not the instructor's. Do not rely on the instructor to drop you if you wish to drop a course. Log on to webadvisor and drop your course.

  - Madeline Grant has a suggestion to update our College Catalog as our current policy speaks only of attendance. for dropping.
    - **Please review the attached and give feedback**
    - Madeline will be checking with Monica Porter on suggestions on an approach to Curr & Instr Council.

- **Advanced Bb Training**
  - Madeline suggested the need for advanced workshops on Groups and Interactive Tools in Bb and brought up the possible use of BSI funds to bring out a Bb trainer. I looked into this and found the type of offerings that they have are two day onsite trainings covering much more for $6,000 - $7,800. This training is much more in-depth, and actually covers what we will be covering in our own Instructor Training.
  - Here's my thoughts - I hear the need for more Advance training. I am willing to do some during Flex. I think I'll offer less workshops on basics, maybe just one or two. **What do you think? What modules do you think would be useful?** Here are some ideas:
    - **Group work in Bb**
    - **Interactive Tools in Bb (Discussion Board, Wikis, Blogs, Journals, Chat)**
    - **LDA & Syllabus Must Haves for Online(?)**

- NEXT MEETING: **November 15, Thursday, 1:00 - 3:00pm, S-215**

Thank you for your interest and participation in Distance Education at SAC!
More later,
Cherylee

Cherylee Kushida
Distance Education, CS Internships
Santa Ana College

(714) 564-6766
http://sac.edu/disted
http://sac.edu/ckushida