# Distance Education Committee Meeting Minutes

## From 8/24/17

Present: Karen Bishop, Tom Fiormonti, Sarah Phinney

1. Minutes from the 4/27/17 meeting were approved.
2. Out of state students – In late April, Sarah and Stewart Hathaway met with V.P. Bill Henry to discuss the DE Committee’s recommendation to stop enrolling out-of-state students to online classes. After some discussion, Bill agreed that this would be a wise move, since we do not currently have authorization to teach students in all 50 states. Sarah then attended the A.S. meeting on May 5, 2017 to pass along the DE Committee’s recommendation. There was much discussion, and many members felt that doing so would disproportionally affect student athletes and those who are in the military or who live with a family member in the military. The Senate voted to table the discussion. Karen will follow up with the Senate to see if the matter will be discussed again.
3. Accreditation Self-Study Standard II.C.1 – Maria Roman asked the DE Committee to give input on this part of the self-study. The committee agreed that our new offering of online tutoring applies to this section of the report. Sarah will send along the information about PC’s online tutoring program to Maria.
4. Allowing student access to Canvas courses after the term ends – At the end of spring semester, Sarah received help-tickets from a small number of students who could not access their classes to see grades. After looking into it, Sarah realized that the instructor had closed the class to student access immediately following the last day of the semester. The students mentioned that there were things that weren’t yet graded by the last day of the term and so they wanted to follow up and see their grades. The committee agreed that it is not unreasonable to allow students to access their classes for one to two weeks following the end of the term. The committee will recommend to A.S. that a policy be instituted whereby classes must remain open for a specified length of time for students to check their grades after the semester. Karen will bring the matter up with A.S.
5. NetTutor summer usage, remaining balance & application for funds – Sarah shared the most recent report of PC’s usage of NetTutor (see attached). Based on the increasing usage of NetTutor, it appears that we will come very close to using up the remaining balance of tutoring hours, and perhaps going a little over, by the end of the fall term. This means that the college will need to fund our NetTutor account at least by the beginning of the spring semester, in order to provide continuing tutoring for the remainder of the Academic Year(AY). The Committee agreed that we should apply for further Student Equity funding, the same funding source as previously used. The Committee also agreed to request the same amount as last year, since it seems to have be roughly the amount used in the last AY. Sarah will submit the “Student Equity Expense Justification Form” as per the committee’s recommendations.
6. 2016-17 DE Report to the KCCD Board – Sarah shared the most recent district-wide DE Activity report given to the KCCD Board in August. The Committee was pleased with figures from PC’s distance education classes, as the success and retention rates showed great improvement. Enrollment and the number of classes offered has also increased. The Committee was encouraged by this report, and remains dedicated to its ongoing support of distance education at PC in the hopes of seeing continual improvements. (see attached)
7. Statewide DE data – Sarah shared the most recent statewide figures from distance education. The data from the state closely mirrors the averages from our district. PC, which had some of the most positive figures in the district, also had better figures than the state averages in success and retention. (see attached)
8. Governor’s letter to Chancellor Oakley – Sarah shared with the committee that Governor Brown asked the Chancellor to look into creating a new community college that would be completely online. Since that remark was made later in the spring, there is still not much known about how this could affect DE programs at existing colleges, or how it might affect the OEI. It is something the committee will need to follow as details emerge.
9. Accessible Online Content course – Sarah shared with the Committee that she has finished creating an online workshop to help instructors create accessible electronic content and access in their courses. Announcements about the workshop will be sent soon.
10. Do we want to look into joining the course exchange? – Sarah shared with the Committee the recent announcement, offering colleges a chance to join the online course exchange. The first step is to request an information packet. The Committee did not feel that we are ready to make that step yet, but was excited by the potential opportunity. There was some discussion about how we could proceed to prepare the college to make this step. Due to time constraints the discussion did not last long. It was agreed that this will be an item to continue to talk about in the next meeting. Partly in connection with this topic, the members were asked to consider what the goal of the Committee should be for this AY. That will be a topic at the next meeting.
11. Next meeting – September 28, 2017