# Distance Education Committee Meeting Minutes

## January 28, 2020

Present: Joy Lawrence, Roberto Maqueda, Sarah Phinney, Elisa Queenan

1. **Minutes of 12/2/19** - Approved.
2. **Online Counseling Update** –
   1. Roberto Maqueda is our new counseling representative on the committee, and he is also the counselor dedicated to serving online counseling needs of the general student population. Some areas, such as DSPS and EOPS, usually serve their own students online counseling requests.
   2. Roberto is currently doing a lot of work promoting online counseling. They have created business card sized handouts. Counselors are handing these out to students, and stacks of the cards will be distributed around campus. They have also created a flyer that will be posted around campus. On Canvas, there is an announcement on the dashboard that shows to students. They will also be advertising through the slider on the PC home page.
   3. Roberto has already had about sixteen online counseling appointments this semester. For some students, such as one who was in the hospital, online counseling is the only way for them to be able to complete their education plan or otherwise work with a counselor. Some issues have come up, but they are usually able to work them out.
   4. Currently it is somewhat tedious to schedule the online appointments, as they have to be scheduled in two places (Navigate and Cranium Café). Roberto will be looking to see if that process can be streamlined.
3. **PC-POCR update** – Nothing to report.
4. **Interim Co-Chair** – Elisa has agreed to serve as interim co-chair of the committee during Karen’s absence.
5. **Faculty Survey and Next Steps** – See the survey results attached. Below are some suggestions for improvement based on the survey results. As many of these as possible will be implemented before the end of fall 2020:
   1. Continue to provide training opportunities for online faculty. Expand training opportunities when possible.
   2. Notify faculty of training opportunities both with PC and through other sources such as @ONE.
   3. Look into inclusion of basic Canvas training in the new student orientation.
   4. Do a better job of telling faculty about the Canvas course template.
   5. Look into on-going funding for faculty to attend OTC.
6. **Updates to CVC-OEI Consortium Agreement –** The following are the key updates to the consortium agreement. The DE Committee will present them to Academic Senate after first reassessing their impact and possibly doing some follow-up with CVC-OEI.
   1. Ecosystem tools gone July 1: **Proctorio**, Name Coach, SmarterMeasure  
      Losing Proctorio will have a major impact on our online math classes. We are currently looking into how we may be able to continue to use Proctorio after the OEI support ends.
   2. Colleges must establish local POCR that is certified by CVC-OEI
   3. By June 2023 demonstrate substantive quality improvement of all online courses.
   4. Colleges will be given benchmarks to demonstrate progress to aligning at least 20% of online courses or sections within 2 years of establishing a local POCR process.
   5. Ensure courses utilize technology and materials that are 508 compliant
   6. Explore developing additional online courses to fill critical gaps
7. **PlayPosit Presentation, Tues. Feb. 4 @ 12:00.** All committee members received the meeting invitation. Attend from your office, and follow up through email.
8. **Next Meeting** – February 25, 11:35 -12:40.

# DE Faculty Preparedness Survey October 2019

Responses: 34 out of 54

Q 1: I feel like I was adequately prepared to **develop/create** my online/hybrid course.

* Strongly agree 17
* Agree 15
* Neither agree nor disagree 0
* Disagree 2
* Strongly disagree 0

Q 2: I feel that I was adequately prepared to **teach** my online/hybrid course.

* Strongly agree: 18
* Agree: 16
* Neither agree nor disagree: 0
* Disagree: 0
* Strongly disagree: 0

Q 3: I feel that I was adequately prepared to **manage** my online/hybrid course.

* Strongly agree: 19
* Agree: 15
* Neither agree nor disagree: 0
* Disagree: 0
* Strongly disagree: 0

Q 4: How long have you been teaching online or hybrid course for PC?

* Fall '19 is my 1st Sem.: 2
* Sp. or Sum '19 1st Semester: 1
* 1-4 years: 14
* 4+ years: 16

Q 5: Had you taught online or hybrid courses at another college, prior to your teaching them at Porterville College?

* Yes: 11
* No: 22

Q 6: Have you successfully completed any coursework or training in online teaching, within the past 3 years? (Note: some people marked more than one)

* Yes (IOTL with PC): 10
* Yes (IOTL or online pedagogy with @One): 8
* Yes (course about online pedagogy at another college): 8
* No: 12

Q 7: Have you successfully completed any coursework or training in using Canvas, within the past 3 years? (Note: some people marked more than one)

* Yes (KFC with PC): 7
* Yes (Canvas course from another College): 7
* Yes (instructor led course from @One): 4
* Yes (self-paced course from @One): 3
* Yes (other): 3
* No: 11

Q 8: Have you utilized the resources available to you on the Center for Instructional Technology's Website (CIT), within the past year?

* Yes: 16
* No: 17

Q 9: What is the college doing right in supporting online/hybrid instructors, and/or how can the college improve its support of online/hybrid faculty?

* Great all around, no improvements needed at this time.
* Offering courses.
* The ongoing trainings and support work well.
* The creation of a distant education committee focused on the structural needs of the courses will be essential in aligning our courses with the OEI rubric. Although daunting, the outcome of this transition will prove valuable. I would have liked a little more guidance on the development of the courses prior to publishing them.
* I have felt fully supported so far. Sarah Phinney helped me with setting up my online class and making sure everything was where it needed to be.
* SARAH PHINNEY IS THE BEST!
* Training and support from the Educational Media Design Specialist have been extremely helpful.
* I am satisfied with the current level of support offered.
* Sarah's emails before the beginning of a semester with information on the Quest link. The college can improve by keeping instructors informed of the Ecosystem tools available, such as using Proctorio. I had no idea that counselors were using Cranium Cafe/ConexED. There is also no mention of support or incentives for being rubric aligned through Local POCR or the Course Design Academy.
* The individual meetings are great. Doing a good job
* More reminders of upcoming trainings, and more opportunities to participate in the training to get courses ready for the exchange. Stipend to develop online courses.
* Sarah Phinney provides all that we need through personal assistance or resources.
* Sarah Phinney, our online coordinator, has been extremely helpful with suggestions and workshops.
* Other departments need to coordinate with Distance Education to provide the same services that are on campus if possible. For example, writing tutoring can be done through Zoom. I am sure many other tutoring services could be done the same way. Also, more videos that professors could share with students about the services the campus provides would be great.
* I think the multitude of resources are done right and I always appreciate Sarah's endless knowledge and quick response times.
* I often get emails from students saying "I've never used Canvas before..." It would be helpful, assuming this statement to be true, to have students take some sort of training/orientation prior to taking an online course. I think staff is really helpful with questions about Canvas and MyWebBan. Thank you.
* Sarah Phinney is absolutely the best in advising and assisting with any questions that arise regarding Canvas. Her support is invaluable.
* Offering courses to develop skills for online teaching and support.
* They are doing a wonderful job on educating the online teaching platform. They provide us with many different tools to be successful.
* Sarah Phinney always promptly and effectively answers any questions or problems I may have had.
* Exceptional service by Sarah Phinney
* an online administrator makes herself available
* Continuing to offer courses and provide resources to faculty
* More training and pay for developing and managing online courses would be helpful.

From DE Program Review

Faculty will report that they were adequately prepared for developing, managing, and teaching their online or hybrid course, to facilitate student success in the course.

* + Measure: Survey faculty.
  + Assessment Cycle and Timeline:
    - Fall 2019 Collect surveys
    - Spring 2020, analyze surveys and identify areas for improvement.
    - Fall 2020-Spring 2022 implement plan for improvement.