

DLC Sub-Committee Meeting – July 22, 2011 – HBC 410 – Minutes

In Attendance: Amanda Karel, Clark Peterson, Gaye Lynn Scott, Nick Sarantakes, Robert Bermea, Scott Gibby, Terry Kotrla,

Members submitting materials to the DLC Google group:

- Inside Higher Education article from Gay Lynn: suggestions for successful DL
- Business Studies Division DL Standards from Tracie
- Various faculty evaluation materials from Scott

Robert passed out some statistical information:

Fall registration updates: Number 2 in duplicated headcount a 13% increase from OIE -

<http://www.austincc.edu/oiepub/pubs/reg.html>

Departmental Distance Learning enrollments - 16 departments = 75% of all DL sections offered in FY 11.

Robert brought the group up to speed on a meeting he and Clark had with Voncille Wright and Suzy Thomson about “Student Success Initiatives” for DLC students.

- ACC 105 – DL Orientation: roll out SP 12 for FTIC. (FTIC DL ~950 students or 29.40% of incoming)
- Pilot ACC 105 in Fall 2011 – Gaye Lynn & others willing to pilot the module
- ACC 101 Admissions and Registration - Push to alert students to look at syllabi and DL course notes within ACC 101
- DL Help – <http://irtstaff.austincc.edu/rferguso/ssdl2/>

Mentioned that success should also involve the students’ active participation in his/her education: Student/Faculty-Instruction/Support Services

Amanda reported on the SACS designations of Distance and Correspondence Education. She said “SACS: Less about classifications, more emphasis on Student Support/ Student Readiness, Qualified Faculty to teach DL, Training for DL Faculty and DL Faculty Evaluations.

Faculty Training: Design – Develop – Deliver // (ties with) Evaluation

- Challenges of teaching online: How is DL different from F2F?
- Looked at Chico State Rubric - breaks up expectations into 6 categories - <http://www.csuchico.edu/celt/roi/>
- Tie in recommendations for training qualified DL faculty to Administrative Rule 6.07.002 <http://www.austincc.edu/admrule/6.07.002.htm>

Faculty Evaluation process

- **Government Department Faculty Evaluation Process:** <http://www.austincc.edu/govtdept/faculty-evals/index.html>
- Evaluation standards are designed for F2F, but could create a variation for DL instructors
- Need to examine current DL faculty evaluation form – make changes /tweak to reflect = Design, Develop, Delivery of DL courses

- Evaluation summary – FT Faculty & Adjunct
 - College standards on portfolio
 - Classroom Observation Checklist – One for DL?
- Make recommended changes to Admin Rule 6.07.001
<http://www.austincc.edu/admrule/6.07.001.htm>

Training Items:

- Distinction: between Full time faculty teaching DL courses / Fulltime Faculty designing DL courses?
- Faculty new to Distance Learning technologies and pedagogies – Existing Distance Learning faculty
- New to designing/developing DL courses – refresher course for existing DL faculty
- Focus simply on the delivery of DL courses to students
- SACS requires ongoing training = New to DL & Existing DL
- How many hours should be required? Should it be different for Full Time and Adjunct Faculty?

At present, no college-wide standards or requirements for DL faculty being qualified to teach DL sections. It is up to each individual department to determine qualifications.

Suggested using E-Staffing - trigger mechanism designating OK to teach ITV & PCM. Use for successfully trained? (Note to update E-Staffing with current DL terminology)

DL Faculty Training: College-wide base line – department can require additional training

Teaching Via Distance Learning - Orientation	Has completed orientation – ongoing workshops
Pedagogy Overview (Design) 1 hour workshop	Specific topics covered in Pedagogy Overview – 1 hour workshops ~more specialized
Distance Learning Technologies Overview (Develop) 1 hour workshop	Specific topics covered in Technologies Overview – 1 hour workshops ~more specialized
DL Classroom Management Overview (Delivery) 1 hour workshop	Specific topics covered in DL Classroom Management Overview – 1 hour workshops ~more specialized
DL Administrative Information and Support Services Overview (for faculty and students)	None
4 hour – DL Certification process	X # of hours of Professional Development per year.

SACS qualifications are very quantitative (similarity to 18hr Grad level requirement)
 Each training session would require participants to demonstrate competencies in subjects covered.

DLC (workgroup) Recommendations

*****XTFI screen in Datatel** – certifies academically qualified --- Create a field or table for DL qualifications
 General qualifications table: <http://www.austincc.edu/faculty/credentials/fy11>

Ex: Faculty / DL Course / Qualification (which classes)
 White, Snow ENGL 1301 ***

*** **Faculty Evaluation Summary Form** - make slight changes in form to include Distance Learning; Gaye Lynn Scott to attend Faculty and Staff Committee mtg on Aug. 5th 2011 at 1:00 PM to bring changes up for discussion and included in Evaluation Administrative Rule 6.07.001 –

<http://www.austincc.edu/admrule/6.07.001.htm>

**Develop initial core of training – 4 hours // Include additional DL training requirements in Professional Development Admin Rule : AR 6.07.002 – <http://www.austincc.edu/admrule/6.07.002.htm>

Changes to Administrative Rules must be done and approved during FA 2011 for SP 12 implementation for SACS.

DL Committee members could beta-test = Spring begin training in preparation for possible summer mandates from SACS