Distance Committee Meeting
September 2, 2011
HBC 214 – Minutes

In Attendance: Mario Aguilar, Terry Barksdale, Robert Bermea, Janet Bickham, Tina Buck, Maria Cisneros-Solis, Tasha Davis, Sharon Duncan, Cecile Durish, Scott Gibby, Amanda Karel, Terry Kotrla, Anita McAuley, Juan, Molina, Phylis Molina, Tracie Nobles, Clark Peterson, Al Purcell, Charles Quinn, Nick Sarantakes, Gaye Lynn Scott, Kelly Stockstad, Susan Thomason, Ray Valdez, Priscilla Wicker, Jennifer Krummel, Terry Stewart Mouchayleh, Kirk Kelly

---

An introduction of new and existing committee members was conducted as well as review of committee functions: http://www.austincc.edu/orgref/councils/distance.php.

Mention was made that the DLC "add monitoring of SACS issues to (Committee's) official functions."

DLC Co-Chair Election:

Scott Gibby was the only name put forward to serve as DLC Co-Chair for 2011-2012. No other names were put forward. Committee voted to have Scott serve another year. There were no 'nay' votes.

DLC's Overview of Tasks for FY '12

Robert put forth the following tasks before the DLC Committee for FY 12:

- Meeting SACS Compliance
  - Continue working on DL Faculty Training, both qualifications and on-going training
  - Continue working on DL Faculty Evaluations, both revising existing evaluation instrument and increasing student participation
- Support Services
  - Review existing support services for both DL faculty and students and make recommendations to add, upgrade/update, or sunset existing services.
  - Student Handbook has been replaced by various online resources and the committee should examine them and make any necessary recommendations

DL Faculty Training: Qualifications and ongoing workshops:

Gaye Lynn Scott discussed the proposed changes to the Full-time and Adjunct Faculty Evaluation Summary Forms that include Distance Learning classes and handed out a mock-up of the forms. This was presented during August Faculty and Staff Evaluation Committee meeting.

Gaye Lynn also mentioned that we should update Datatel screen to show DL certification.
The following document was discussed; included in the document are the committee changes:

Distance Learning – Training and Qualifications

In order to meet ACC's Administrative Rule 4.01.001- Distance Learning Best Practices, Based on Board Policy: D-1, Statement of Instructional Philosophy http://www.austincc.edu/admrule/4.01.001.htm *which is based on the SACS Distance and Correspondence Education Policy Statements: http://www.sacscoc.org/pdf/Distance%20and%20correspondence%20policy%20final.pdf*

- An institution offering distance or correspondence learning courses/programs ensures that there is a sufficient number of faculty qualified to develop, design, and teach the courses/programs.
- Faculty who teach in distance and correspondence education programs and courses receive appropriate training.

ACC Distance Learning faculty need to show competency in the following four areas ~~and/or take the~~ by completing the following four – 1hour workshops in order to teach via Distance Learning:

1. Technology
2. Pedagogy
3. ~~Classroom~~ Course Management
4. DL Administrative Processes and DL Support Services

The first three topics will provide a basic introduction to a) Distance Learning Technologies, b) Distance Learning Pedagogy and c) Distance Learning Classroom Management.

These workshops will also show how Distance Learning faculty members can use the features /tools in the Blackboard Course Management System to design, develop and deliver their Distance Learning courses. A Blackboard Quick Start Guide will also be provided.

The fourth topic DL Administrative Processes and DL Support Services will provide Distance Learning faculty members with an overview of ACC processes and procedures related to Distance Learning courses and the numerous support services available to Distance Learning faculty and students.

Discussion Points:

Al Purcell proposed that the qualifications and training be left to the department, Amanda Karel addressed the difficulty of individual department competencies because each department would have to show documentation of the qualifying rationale as well as provide training and document faculty qualifications which would have to be submitted to SACS.

Committee discussed and said that these four workshops were to be 'the base line' for qualifying instructors to teach Distance Learning, but that individual departments may add additional qualifications as per departmental need and requirements.

Workshops would follow current ACC workshop delivery and tracking model, via Professional Development processes. Terry Stewart Mouchayleh added the proposed DL training would be part of Professional Development and Evaluation process.

Question was "when should faculty be qualified to teach Distance Learning courses?" and Amanda Karel said before they start teaching a DL course. Amanda Karel reminded committee of SACS processes: By

December 2011 ACC must have a draft of responses to SACS, and by March 15th, 2012 documentation in SACS' hands. ACC needs to have policies in place – processes planned – get "*them"* (workshops) going by SU 12 in time for SACS site visit in the Fall 2012.

Susan Thomason will head a subcommittee to work (electronically at first) on developing these four workshops beginning Sept 23. Subcommittee Members include: Kelly Stockstad, Maria Cisneros Solis, Juan Molina, Tracie Nobles, Scott Gibby, Pricilla Wicker, Tina Buck, Janet Bickham, Mario Aguilar and Robert Bermea.

Tracie Noble made motion to send DLC's (above) recommendation to ACAC with change to classroom management terminology and indicating to qualify to teach DL courses when one completes the 4 workshops. Motion was seconded and passed by a majority of votes. There were 5 nays.

Scott also mentioned that the DLC needs to address the issue of on-going workshops for DL faculty as part of their professional development. DLC will continue the discussion.

DL Faculty Evaluations:

The current DL Faculty Evaluation instrument will be reviewed and revised to match content covered in the four above mentioned workshops.

Increasing student participation in DL faculty evaluation process, including look at how 'DL faculty evaluation info' is conveyed to the students by the College will also be discussed.

Tina Buck mentioned there is a student evaluation module in Blackboard 9. Terry Stewart Mouchayleh suggested a pilot program for it in SP12. DLC can look into this prospect. Suzy Thomason mentioned potential problems with Blackboard 9, issues with new patch, and a delayed rollout of Bb9 until SU 12.

Janet Bickham brought a motion that the DL Faculty Evaluation period mirror on campus evaluation period. The motion was seconded and the DLC voted to mirror the on-campus evaluation timeframe. The Faculty and Staff Evaluation Office will work to ensure that this takes place this fall (2011).

A DL subcommittee will be formed in October, once training workshops have been developed to review current DL faculty evaluation instrument and make recommendations on updating it. Time line is to have revised instrument in place for Fall 2012 Faculty Evaluations.

Discussion Items/Comments:

- The college adopted ratings not matching the Class Climate ratings; DLC will look into this as Class Climate has been purchased for conducting faculty evaluations.
- Numbers were based on registered students at a certain point in the semester provided from Datatel.
- Current evaluation participants (students) are those who either love or hate their (DL) experience.
- Janet Bickham voiced concern over students evaluating faculty after they have withdrawn from the class.
- Janet Bickham voiced concern over no (N/A) option and whether specific questions on the evaluation that do not apply to all.

- Standards on Instructional Performance (processes and procedures) need to include Distance Learning as per Gaye Lynn Scott's earlier presentation.

- Faculty portfolios was also discussed and be included in future discussions or departmental evaluations of their DL faculty.

Online Teaching Conference
Terry Barksdale brought up the Jossey-Bass Online Teaching and Learning – conference online as a way to provide training for faculty. http://2011.onlineteachingandlearning.com/wp-content/uploads/2011/03/Program-for-web2011-Complete.pdf.
If departments are interested in (and have budget funding) attending they should contact Terry.

Terry Stewart Mouchayleh reminded committee several of Lone Star College modules available through Professional Development addressing DL topics.

Suzy mentioned other teleconferences such as Academic Impressions - http://www.academicimpressions.com/

Juan added that it would be nice to get administration support for faculty: address funding issues at times when faculty would like to take advantage of trainings, etc.

Possible funding though Student Success Initiative and potential grant funding should also be looked at.

Committee will continue discussions.