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

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

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
- Tie in recommendations for training qualified DL faculty to Administrative Rule 6.07.002

Faculty Evaluation process

- Government Department Faculty Evaluation Process: 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

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

<table>
<thead>
<tr>
<th>Teaching Via Distance Learning - Orientation</th>
<th>Has completed orientation – ongoing workshops</th>
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</thead>
<tbody>
<tr>
<td>Pedagogy Overview (Design)</td>
<td>Specific topics covered in Pedagogy Overview</td>
</tr>
<tr>
<td>1 hour workshop</td>
<td>1 hour workshops “more specialized”</td>
</tr>
<tr>
<td>Distance Learning Technologies Overview (Develop)</td>
<td>Specific topics covered in Technologies Overview</td>
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<tr>
<td>1 hour workshop</td>
<td>1 hour workshops “more specialized”</td>
</tr>
<tr>
<td>DL Classroom Management Overview (Delivery)</td>
<td>Specific topics covered in DL Classroom Management Overview</td>
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<tr>
<td>1 hour workshop</td>
<td>1 hour workshops “more specialized”</td>
</tr>
<tr>
<td>DL Administrative Information and Support Services Overview (for faculty and students)</td>
<td>None</td>
</tr>
</tbody>
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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

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

**Develop initial core of training** – 4 hours // Include additional DL training requirements in Professional Development Admin Rule : AR 6.07.002

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