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
  o College standards on portfolio
  o 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

<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) 1 hour workshop</td>
<td>Specific topics covered in Pedagogy Overview – 1 hour workshops ~more specialized</td>
</tr>
<tr>
<td>Distance Learning Technologies Overview (Develop) 1 hour workshop</td>
<td>Specific topics covered in Technologies Overview – 1 hour workshops ~more specialized</td>
</tr>
<tr>
<td>DL Classroom Management Overview (Delivery) 1 hour workshop</td>
<td>Specific topics covered in DL Classroom Management Overview – 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>
<tr>
<td>4 hour – DL Certification process</td>
<td>X # of hours of Professional Development per year.</td>
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</tbody>
</table>

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


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.