

DE COMMITTEE (“DEC”) MINUTES

Date of Meeting: - **4-19-17 – Academic Senate Office**

Voting Members Present: David Jordan, Emily Bill, Debby Wong, Thomas Folland, Karen Crozer, Rod Austria, Sarah Master (also Isabelle Saber)

Voting members Absent: Vilma Bernal, Myriam Levy

Resource Members; Carole Akl, Adrian Gonzalez, Albert Ybarra

Guests – Jacob Skelton – ESL Department

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**DE Coordinator & Help Desk** - David Jordan, the DE Coordinator (2007-2017) will retire 6/30/17. The VPAA in consultation with the President of the Academic Senate offered the position of DE Coordinator to Emily Bill, current member of the DE Committee and long time online instructor, who accepted the position. Emily will start 7/1/17, and in the meanwhile David will assist Emily with the transition to full time DE Coordinator. The DE Committee wishes to thank David for his service over the years, and also welcomes Emily in her new position as the DE Coordinator. The Help Desk includes the email address of [ilearn@lamission.edu](mailto:ilearn@lamission.edu) which will be directed now to Emily to handle. The Help Desk phone number is David's cell phone which will be removed as of 6/30/17. The DE Committee will review and develop new policies and procedures for the Help Desk.

**Archiving Online Classes** – Recently the Department of Education conducted a financial aid audit of LA Southwest. The audit required that LA Southwest archive online classes, take steps to ensure “regular and effective contact” (REC) between instructor and online student in the college's online classes. LAMC has a policy on REC – see [Guidelines](#) LAMC DE will work with the other LACCD DE Coordinators to develop “best practices” on archiving online classes. Jessica Drawbond, the DE Coordinator at LA Southwest advised the DE Coordinators that the Department of Education auditors were looking for substantive feedback by online instructors. LACC developed an [Instructor Contact checklist](#) which Deans and Department Chairs use to monitor REC.

**Online Student Evaluations** - The District DE Coordinators are working to negotiate a District wide discount on CoursEvalHQ, and further information and details will be provided to determine if it is economical for LAMC to purchase and use this platform for online student evaluations.

**Substantive Change Review** Carole Akl discussed the scope of the Substantive Change Review from a curriculum perspective with Sarah Master. LAMC DE will continue to discuss the scope of the

Substantive Change review. Also Emily, Sarah and David will meet with Wendy, the Pierce DE Coordinator to discuss their recent Substantive Change Proposal.

**Re Design of DE Website** – No further updates on Re Design of Website.

**Canvas Training** - Further training will be developed in conjunction with Eagles Nest, Albert, Emily, Thomas and Karen.

**Online Teaching Certification Policy** - The District DE Coordinators recently passed the following recommendation - In order to insure high quality Distance Education instructional program and to improve student success in online and hybrid classes, the District Distance Education Committee recommends a uniform training requirement which includes @ONE Introduction to Online Teaching and Learning and Introduction to Teaching with Canvas or their equivalent

LAMC DE will review and further develop its policies on online teaching certification. The current [Steps to Teach Online](#) will also be reviewed.

DE completed a [Final Comprehensive Program Review Report to EPC](#).

#### **DE Report to EPC 3-20-17**

1. [Online Student Evaluations](#) - ITV is covering the cost of CourseEvalHQ which LAMC piloted last year to do Student Faculty Evaluations. The contract runs from 3/18/17 to 3/17/18. In the meantime, LAMC and DE will be looking to create its own student evaluation program to be imbedded in Canvas.
2. [Canvas Outage](#) - We added a link on MissionOnline so both faculty and students can check the status of Canvas. IT agreed to notify students and faculty if the outage was for a long duration.
3. [Canvas Admin Access Policy](#) - The District DE Coordinators are working on a "best practices" policy. At this point, LAMC has just two top level admins, 1 for IT, and 1 for the Faculty Canvas Admin.
4. [Substantive Change Proposal](#) - DE is still reviewing whether LAMC needs to file a Substantive Change, and following its next meetings will advise EPC of its recommendation.
5. [Canvas Training](#) - Math is offering 3 sections of Canvas Training today, Thursday and Saturday, and Yun Yoon, Carole Akl in Math and Karen Crozer from the DE Committee will be the Canvas trainers. Additional Canvas training will take place during the semester in the Eagles Nest which Albert Ybarra is coordinating.

6. DE will have its final Program Review on May 5th - The Program Review Oversight Committee (PROC) in its meeting of 2/15/17 reviewed whether DE is a program and it concluded " DE is a committee and mode of instruction rather than an entity and no longer requires resources since it has been institutionalized, so it does not need its own program review and DE courses should be discussed under each discipline that offers DE courses; however, DE should still complete its comprehensive program review and validation as scheduled for this semester. In the future, common themes and resource requests that emerge across multiple disciplines can then be prioritized by Academic Affairs. " [\(8\)](#) As such, DE provides the within summary as its final Comprehensive Program Review. Regarding the 3 year plan, the [Integrated Planning Committee](#) will review the College plans and integrate them into integrated college planning.

Meeting adjourned: 2 pm

Next meeting: 5/17/17 – Casa Torres – Retirement Party – David Jordan, outgoing DE Coordinator

Final Reports of DE to EPC for Spring 2017

[Report 6-5-17](#)

[Report - 5-1-17](#)