

## **DE COMMITTEE ("DEC") MINUTES**

Date of Meeting: - 5/20/15 - Location: Academic Affairs Conference Room Time: 12:30 – 2:00 pm

Voting Members Present: David Jordan (Co-Chair), Par Mohammadian (AFT Rep), Lilamani de Silva (AFT Rep), Gina Ladinsky (AS Rep), Vilma Bernal (AS Rep),

Voting Members Absent : Myriam Levy, Rod Austria, Diana Bonilla (AFT Rep), Dean – Academic Affairs (vacant) , Curriculum Dean (vacant)

Guests: Carlos Gonzalez – Dean of Student Success

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1. **Student Services** - Carlos Gonzalez, Dean of Student Success was invited to attend the meeting to discuss online student services. DEC was informed by the DE Chair that EPC had reviewed its proposal to establish an online student services task force - <http://lamcddl.pbworks.com/w/file/fetch/97967604/Online%20Services%20Committee.pdf>

EPC reviewed the DE proposal to establish a ad hoc online student services task force, and the proposal was tabled pending further work by the DEC. EPC requested that the DEC further review, prioritize, and work with Student Services to develop and implement online student services and to report back to EPC on its progress.

Thus, the Dean of Student Services was requested to attend this meeting on /20/15 to discuss online student services at Mission.

There was extensive discussion with the Dean and DEC on how to develop, implement and provide online students services for both our on campus and online students. DEC voted to add the Dean as a resource member to the committee, and the Dean agreed to attend in the Fall 2015 semester and provide his input, information, suggestions, and possible resources to assist in developing online student services.

Another model which was suggested was San Diego City College online student services – such as orientation at

<https://www.sdcity.edu/AdmissionsRecords/AdmissionsApplication/Orientation> and also DEC will review and look at articles and studies, such as “Developing and Implementing Comprehensive Student Support Services for Online Students” from the Journal of Asynchronous Learning Networks (eric Article) at <http://files.eric.ed.gov/fulltext/EJ1011371.pdf>

2. **DE Surveys Process and Questions** - The DE Coordinator indicated that DEC should provide each semester, and especially in the Fall of each semester, updated survey questions for our online students to the Office of Institutional Effectiveness to add to the Fall 2015 student survey. These questions will be formulated in the 1<sup>st</sup> meeting of the Fall 2015 semester. The DE Coordinator was contacted by Standard IIC with the question –

“How do you survey students for customer service in Distance Education compared to students taking classes on campus” . The DE Coordinator sent the following response <http://lamc-ddl.pbworks.com/customer-satisfaction-surveys>

It is the primary responsibility of OIE to do student surveys, and DEC will provide input and suggestions for questions re online students.

3. **Discuss new DE meeting date/time for Fall 2015** – Par cannot make the meeting on the 3<sup>rd</sup> Weds of each month. The DE Chair will send out a doodle poll to determine if DEC can meet at another date and time in the Fall 2015 semester.
4. **Summer 2015 – meetings/work** – If there are developments such as the OEI negotiations with Canvas, and completion of a contract, a summer DE meeting will be held online using the new zoom.us video portal
5. **Informational – Update**
  - **New etudes gradebook** – Etudes has updated its gradebook. This information will be disseminated to faculty who use etudes – it is located at <http://etudes.org/etudes-gradebook-1-0-released/> and will be located at <http://lamission.edu/online> - and etudes faculty will be emailed the new update published by etudes on 5/12/15
  - **Canvas update** - the DE Coordinator completed a survey on Canvas Implementation and Support Survey.  
The cohorts are presented as a 15 month conversion process. The first three months are dedicated to Canvas implementation, authentication, SIS integration, support setup, branding, training and course migration. The contract negotiations between OEI and Canvas have not yet been completed. Once completed, if during the summer, DE will meet to discuss the matter further. See information and the cohort survey at <http://lamc-ddl.pbworks.com/w/page/96299184/cohort%20survey>
  - **Ecounseling – ESARS** – “one on one” individualized counseling - DE and Counseling developed the use of ESARS, electronic scheduling for online students to login and to authenticate through the college SARS system, and to receive individualized one on one counseling starting 5/1/15. Headphones have been ordered for all of the counselors, and DE and Counseling will work together after 7/1/15 to train all of the counselors to deliver online ecounseling through the new zoom.us video platform.
  - **SARA authorization** - The District DE Coordinators met to discuss SARA. It was determined that the LACCD district would coordinate compliance with the requirements of SARA for each college. LACCD is meeting to develop the new Peoplesoft SIS to ensure the following of out of state students – see <http://lamc-ddl.pbworks.com/w/file/fetch/98021894/Peoplesoft%20and%20SARA.pdf> and exclusion of those students who do not meet the SARA standards. Here is the headcount in LACCD 2013-2014 for out of state students - <http://lamc-ddl.pbworks.com/w/file/fetch/98021838/out%20of%20state%20student%20count%20in%2>

[Odistrict%202013 2014%20%281%29.pdf](#)

Here is a list of the State Approved per SARA standards - [http://lamc-ddl.pbworks.com/w/file/fetch/98021942/States%20authorized%20list%206\\_11\\_2015.pdf](http://lamc-ddl.pbworks.com/w/file/fetch/98021942/States%20authorized%20list%206_11_2015.pdf)

Here is a list of the non-approved Sates per Sara standards - [http://lamc-ddl.pbworks.com/w/file/fetch/98021950/State%20authorization%20not%20approved%206\\_11\\_2015%20%282%29.pdf](http://lamc-ddl.pbworks.com/w/file/fetch/98021950/State%20authorization%20not%20approved%206_11_2015%20%282%29.pdf)

The District DE Committee and LACCD will work together to ensure a system is developed and implemented soon to ensure compliance with the newly enacted and enforced SARA standards.

- **Etudes Usage** - Standard IIA.2 contacted the DE Coordinator and requested a report on etudes useage at Mission as part of their ACCJC report. The response to etudes useage is located at <http://lamc-ddl.pbworks.com/w/file/fetch/96389124/response-etudes-usage.pdf>

- **Spring Semester online classwork (AFT Contract)** – During the Spring semester, a question arose as to whether an online instructor could require students to submit work on a Sunday during Spring Break. The AFT Chapter president, read the AFT contract, and contacted DEC to inform the DEC and online instructors that they are to operate under the same AFT guidelines and rules which apply to on campus faculty, and therefore online instructors cannot require an online student to submit work online during the Spring Break as this is time that students are also not on campus and not required to attend class.

**Meeting adjourned: 2:00 pm**

**Future Meetings – Fall 2015**

**@ 12:30 - 2:00 pm, Academic Affairs Conference Room**

**9/23/15**

**10/21/15**

**11/18/15**

**12/16/15**

**and additional meetings as necessary**