

Minutes
San Bernardino Valley College
Online Program Committee Meeting (OPC)
September 14, 2018
1:00 pm—2:30 pm
LA202 and ConferZOOM

Call to Order: 1:05pm

Attendees: Lisa Henkle, Soha Sobhanian, Teri Strong, Rick Hrdlicka, Michael Torrez, Rhiannon Lares, Patty Quach, Maha Al-Husseini, Andrea Hecht, Patty Jones, Rania Hamdy, Joe Notarangelo, and Margaret Worsley

Agenda

1. Review of Mission

Discussion: The mission of the Online Program Committee is the mission of SBVC: "San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond."

Conclusion: Mission was reviewed and agreed upon to be sufficient

Action Items: None

2. Approval of Minutes

Discussion: Minutes were deemed accurate from the latest meeting.

Conclusion: A vote to approve minutes was given and passed.

Action Items: None

3. Election of new faculty co-chairs

Discussion: Davena Burns-Peters and Margaret Worsley were nominated by Joseph Notarangelo to serve as Co-Chairs for the OPC. Davena and Margaret were recently appointed Co-Coordinator for Distance Education, a position typically synonymous with chairing the OPC.

Conclusion: A vote was taken with unanimous approval for the two to succeed Joe as co-chairs.

Action Items: The baton has been passed. Davena and Margaret will facilitate future OPC meetings.

4. Title V changes

Discussion: A handout was distributed describing the most significant changes to Title V including a. Student Interaction, b. Separate Course Approval, and c. Instructor preparation.

Conclusion: It was encouraged that our questionnaire (or "boilerplate") include the proper language to adhere to state standards. This adherence includes training.

Action Items: The Committee and DE Coordinators will preserve these major changes moving forward.

5. Prioritization of semester tasks:

a. Integration of Title V changes into Online Programs

b. CVC-OEI Exchange Rollout

- i. Manager training
- ii. Teacher training
- iii. Staff training

Discussion: A handout of Online/Hybrid Course Descriptors Approved was distributed, containing updated definitions of Online and Hybrid courses. A handout of OEI Exchange Benefits/Resources needed Fact Sheet was distributed. "Permission to work with VPAS" (Under Resources Needed, 1.a.) has not yet been received. The Four-step Rollout Model handout was shared. It has not yet been acted on, but is ready. It was suggested that Manager, Teacher, and Staff training have a process created through the committee for approval of courses and instructors. Certification does exist, however to be clear, this

process is NOT training (though has been useful for ACCJC accreditation). Deans get list of online certified instructors, if not on list, Joe sends them questionnaire to make sure they're approved to teach. Using the OEI Course Design Academy may be worth exploration as instructors would automatically be approved for the OEI. Margaret and Davena would like to push for a pilot training process to rollout in the next 2-5 weeks. This will become an agenda item in the next meeting, and possibly several others throughout this upcoming semester.

Conclusion: This is a multifaceted set of issues, which require continued organization and planning.

Action Items: The present boilerplate will be distributed to the committee for review and modifications; and DE Coordinators will continue to devise a plan, in partial collaboration with Crafton and with consultation of the OPC, to create a beta or pilot training process for faculty (with the OEI Exchange guidelines in mind).

c. Improved data collection regarding online programs

Discussion: A suggestion of assigning different benchmarks for data was made. A census should be made immediately after late-start classes begin. A handout was distributed outlining data of DE Seatcount and % of Total Seatcount from Fall 2016 through Spring 2018, with measured success percentages of success and retention graphed on the back. How "success" is defined should remain a continued discussion, requiring data and possibly new methods of research. Tracking online student's success is included in the OPC's 5-Year Plan ("2017-2022 Distance Education Initiatives and Objectives APPROVED BY OPC").

Action items: DE Coordinators will approach Dr. Smith and Terri Long about new methods of evaluation/"success", and inquire/build upon the coding issue(s).

d. Increase in DE Coordinator pay/release time to 1.0

Discussion: Given the large workload of DE Coordinator, it is suggested the OPC support increase pay/release time to 1.0. Rania made a point to refer to this position as "DE Faculty Lead," not DE Coordinator (for CTA reasons).

Conclusion: Everyone recognizes the work involved and agrees compensation should reflect the responsibilities of this position accordingly

Action items: Joe intends to bring up issue with Academic Senate

e. Placement of OPC in clear organizational chart to facilitate better communication and budget development

Discussion: The need for infrastructure was discussed, and the role OPC plays within. We advise the VPI. Where do we fit?

Conclusion: A flow chart should be made.

Action items: Joe and DE Coordinators will create infrastructure flowchart for the committee's approval

f. Student Preparedness Module finally implemented

g. Anything else that is of immediate importance

Discussion: Revision of the approval process through CurricUNET for online courses was proposed.

Conclusion: Online courses should be presented to the OPC before submission to Curriculum Committee.

Action items: DE Coordinators will talk to Kay Dee about approval path for DE courses in CurricUNET

6. Proactive involvement in VPI search

Action item: Joe will take care of with Leticia Hector

7. Anything else for the good of the order?

Discussion: A "Recommendation from the Online Program Committee" handout was distributed summarizing background, benefits, and conditions for participating in the OEI exchange. Also Chat is not working in Canvas

Action: DE Coordinators will submit [remaining] contracts needed for Cranium Café, NetTutor, Quest, and any others.

Adjournment: 2:19pm