

Distributed Education Coordination Council		9/19/2011 Minutes 11:00 a.m. – 12:30 p.m. District Annex Conference room
TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes	Motion to approve by T.L. Brink, seconded by Glen Kuck.	
Crafton Hills reports	<p>T.L. reported that Crafton is continuing the great progress they have made previously.</p> <p>Crafton had their flex day and there was nothing specifically geared towards Blackboard or On-line. It was mostly on Grants, Accreditation, SLO's and the EBSCO system. This system is very important for on line students to utilize because it provides a change to research journals strictly from their own computer.</p>	
Valley College Reports	<p>JACK IS BACK! ☺</p> <p>Jack Jackson reported that the substantive change proposal is in draft form, they are working it through and Glen will have to eventually sign off on it. They will send it to Glen once they have it ready for submission. Larry Buckley discovered that Valley had never completed this process and need to do so.</p> <p>Jack reported that Valley is also working on an On-Line learning plan. It was roughed out last spring and it is being worked through the committee. A lot of this came out of the accreditation concerns internally, needing to make sure all ducks are in a row for the next self-study, which is in three years.</p> <p>Also part of that is a comprehensive Quality Control process, including making sure that On-Line instructors is prepared to teach on line. There are policies that are coming down the pike regarding student authentication that they need to make sure the faculty is aware of. Finally practice, Valley chose Chico State's rubric for self-assessment of instructors and they need to make sure it is being utilized correctly.</p> <p>The final thing Valley is looking at is numbers, retention and student success. They want to make sure the numbers are solid and not being tweaked in any way.</p>	
Distributed Education Reports <ul style="list-style-type: none"> Blackboard Maintenance Schedule (Tre) 	<p>Tre reported that the big thing the last three weeks or so has been the planning stage for the migration of Blackboard. Tre and Jeremy Sims met with Blackboard last week to do a kick off meeting and have come away with some tentative timelines. The target switch-over date is the weekend of November 11, 2011. On that weekend the live site will be read only and the fall course shells will be migrated to the hosting environment, then sometime over the weekend, making the switch back over. Between now and November 11, 2011, a date has to be identified as a cutoff date, at least a couple of days before the 11th for all updates to cease. Tre reviewed the phase's involved and potential timeframes for each phase. Discussion followed regarding potential timeframes that Blackboard will be down. Faculty will be notified of the timeframes involved.</p>	

<p>Discussion Items</p> <ul style="list-style-type: none"> • Program review (Glen) • DE Staffing (Glen) • International Student Program 	<p>Glen reported that through the Program Review process at the District, we were able to prioritize an additional DE System Coordinator position, so we will be hiring another person. The bad news is; Tre has accepted a position at Loyola Marymount University. Her last day is October 14th. The contingency plan is; we will work out and Independent contract so Tre will continue to help us until the new employees are on board and situated.</p> <p>As stated above, there will be two DE System Coordinator's.</p> <p>Glen gave an overview of the Chancellor's vision of an International Student Program but indicated that our biggest hurdle is our location. If we could offer the entire program via on-line courses, it would definitely make the program more favorable with the students. Most students are interested in getting into a program where they can transfer to the Cal State program so this would be very favorable. No other college has a completely on line International Student program. Discussion followed on what programs would be available to offer the students and where the program would be housed. Glen indicated that there were meetings being scheduled with the Chancellor to discuss these. Glen recommends that we use this committee as a focal point to gather the on-line college information and make the recommendations to the chancellor.</p>	
<p>Next Meeting</p>	<p>10/17/2011</p>	