Online Program Committee Meeting
9_20_13
1:00-2:30pm
Minutes

Present:
Jack Jackson, Co-chair
Kay Weiss, Co-chair
Michael Torrez, Michael Slusser, Dawn Adler, Maha Al Husseini, Teri Strong, Haragewen Kinde, Tre Glazatov, Melita Caldwell-Betties

Topic	Discussion
Minutes	Minutes of the previous meeting are posted on the SBVC website. Any corrections to the minutes should be directed to one of the co-chairs.
Charge and Mission	The committee's charge and the college's mission were read aloud. It was moved and seconded that "The mission of the Online Program Committee is the mission of the college." The motion was approved unanimously. This will be communicated to the Technology Committee and the College. The minutes from those meetings will be used as evidence for Standard I-A in our accreditation self evaluation.
Vision and target population	A portion of SBVC's vision states: "San Bernardino Valley College will become the college of choice for students in the Inland Empire. It was moved and seconded that "The Online Program Committee affirms SBVC's vision and stipulates that the target population for online classes is students in the Inland Empire, not students in other parts of the state or other parts of the country. This will be communicated to the Technology Committee and the College. The minutes from those meetings will be used as evidence for Standard I-A in our accreditation self evaluation.
Statistics	This fall there are approximately 185 DE sections in 30 different departments with approximately 80 faculty members. Approximately 18% of the total "seats" are taken by DE sections. It was noted that SBVC is in the top 20% of community colleges in the state for generating FTES from online classes.

Administrative Procedures	The administrative procedures for Distributed Education are a bit dated and may need to be revisited. Jackson distributed the APs for DE from SBVC, Mt. San Jacinto, and Mira Costa. After a lengthy discussion, it was decided that the co-chair would send a virtual assignment to the committee members asking them to review the APs and to give feedback. Any decisions would be worked through the District's Distributed Education Coordinating Council because the AP would apply to both SBVC and to Crafton.
State-wide grant for Online Education	Tre Glasatov reported that the SBCCD is applying for a $16 grant from the state to revive and expand the California Virtual College. Representatives from the Online Program Committee will be a part writing the grant. The implications of the grant for online learning in the state will be on the committee's radar, whether or not the District receives the grant.
Regular Effective Contact = Regular Substantive Interaction	The committee had a spirited discussion on how best to guarantee that all our online courses satisfy both Title 5 and the ACCJC standards. Assessing faculty readiness to teach online was one element of the discussion, as was faculty evaluation and training for the deans on how to evaluate online faculty. Torrez and Jackson will work on creating "Baby Steps" videos addressing some of the elements of Regular Effective Contact for faculty.
MOOC Alert	A brief discussion of MOOCs and the implications for online learning included references to EdX's attempt at coordinating a cohesive curriculum of MOOCs.
Next Meeting	The date, time, and place of the next meeting are yet to be determined. Jackson will send out a survey to find the best day/time. The committee will be informed when those items are clarified.
Meeting Adjourned	The meeting was adjourned at 2:30 pm.