

**Online Program Committee Meeting**

**5\_2\_14**

**11:00 am--12:30 pm**

**Minutes**

**Present:**

*Jack Jackson, Co-chair*

*Kay Weiss, Co-chair*

Patty Jones, Dawn Adler, Tre Glazatov

<b>Topic</b>	<b>Discussion</b>
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.
Initial Stats for summer online classes	There are 56 sections of online and hybrid classes being offered in 20 departments taught by 32 faculty members this summer. Only 2 will be affected by the Blackboard upgrade over the July 4 holiday.
Student Satisfaction Survey	Over 4500 students received the online student satisfaction survey this semester. The survey closes on May 5. When the report is compiled, the information will be placed on the SBVC website and the committee members informed. There were only 10 bogus e-mail addresses. Nicole Williams received those because her address was on the e-mail. Next year, we need to remind her that there will be bogus e-mails appearing at the time that the survey is deployed.
Faculty Satisfaction Survey	There was a lengthy discussion about whether to keep the short faculty satisfaction survey or whether to create a longer, and potentially more useful survey tool. The consensus was to stay with the short form this spring. Then we can figure out a more comprehensive form next fall or spring.

Institution-set standards	The discussion was continued about the ACCJC required institution set standards. The committee voted that the institution-set standard for DE should be based on the state averages for retention and success DE courses offered for credit. The standard will be met if SBVC equals or exceeds the state average. The standard will not be met if SBVC falls below the state average for three consecutive semesters. This will be taken to the Academic Senate for their approval. This is on the agenda for the May 7, 2014 Academic Senate meeting.
BP and AP	The Board Policies and Administrative Procedures for use of Copyright material and Intellectual Property were distributed with the agenda prior to the meeting. There was a lengthy discussion about these items. Jack and Kay will be representing the committee at the District Distributed Education Coordinating Council on May 12 where these items will be discussed.
ACCJC checklist pilot for summer	Jackson suggested that there be an Accreditation Checklist provided to faculty members so that they can do a self-assessment of their online and hybrid classes. A pilot could go out to summer faculty. And then it could be deployed early in the fall. That way, faculty could prep their classes before the site visit on September 29.
ACCJC site visit preparation	Jack suggested that Rick Hrdlicka and his staff prepare the computers necessary for the accrediting team. Aside from the physical preparation, there needs to be psychological preparation for faculty early in the fall. Jack and Kay will work on this over the summer.

State Authorization Update	Some potential good news. And the DOE rule making process proceeds, it looks like there will be a minimum number of students rule for state authorization. The last number is 30. So if a college has less than 30 students from another stat enrolled in online classes, then that college will be considered authorized to offer DE classes in that state. Good news because we have never had that many students in any state. Could be a life saver in terms of workload. Jack will keep his ear to the ground regarding state authorization
Tre Glazatov	Tre reported on a ton of things coming from the District level. Turnitin will be available for instructors in the fall. A day-long seminar in the fall will focus on academic integrity. The archiving of the 2012 Blackboard shells will happen soon. A new hire will complement Tre in her position
Next Meeting	The date, time, and place of the meeting are yet to be determined. The committee will be informed when those items are clarified. But our next meeting will not be until the fall semester.
Meeting Adjourned	The meeting was adjourned at 12:30 pm.