


MINUTES

Members:	Judy Jorgensen Kay Weiss X Dawn Adler X Diane Alblinger Maha Al-Husseini Michael Assumma Quincy Brewer Colleen Calderon Jack Jackson X Kim Jefferson X Patricia Jones X Roger Sadler Nori Sogomonian X Teri Strong Michael Torrez X GUEST(s): David Bastedo, Courtney Hunter, Lydia Zapata, Cory Schwartz	Faculty Co-Chair Administrative Co-Chair
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"Oh no. An abacus virus!"

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SBVC provides quality education and services that support a diverse community of learners.

"The question is no longer IF the internet can transform learning in powerful ways."
 - *The Web-Based Education Commission*

Agenda Items

Welcome	Review of committee membership list. If you are not on the official list, but would like to be, or think you should be, please let Kay know.
Accreditation – Substantive Change Proposal Jackson/Weiss	Dr. Jackson described the process undertaken to date to move our substantive change proposal forward. At this point, we need a review and feedback from the committee. Dr. Jackson will forward an electronic copy to all members and guests. Please forward recommended changes, additions, corrections, etc. to Dr. Jackson by October 1. He will incorporate changes into a new draft to be disseminated further.
Planning Document Jackson/Weiss	Part of the requirements for both accreditation and for substantive change include a plan for online programs. Dr. Jackson has created a template for us to begin the work required for this plan to be developed. It includes planning principles which affirm the college mission, etc. and five primary sections. Each section includes benchmarks, objectives and dates. The committee will take this up in greater detail at our next meeting as we begin to populate the plan with our own activities.

Definitions: Regular Effective Contact and Regular Substantive Contact Jackson	In an effort to align terminology used at SBVC with that used by the state and by ACCJC, Dr. Jack Jackson moved that the Online Programs Committee stipulate that “regular effective contact” is functionally equivalent to “regular substantive interaction”. The motion was seconded by Kim Jefferson. The motion passed by a unanimous vote of the committee.
Definitions: Distance Education and Distributed Education Jackson	In an effort to align terminology used at SBVC and throughout the SBCCD with that used by both the state and ACCJC, Dr. Jack Jackson moved that the online programs committee stipulate that the definitions of distance education and distributed education as presented (see attached) are functionally equivalent. The motion was seconded by Michael Torrez. The motion passed by unanimous vote of the committee
Comprehensive Quality Control Process Jackson	The committee has talked frequently about efforts to ensure quality in online classes. It is in the best interest of the college to document the efforts towards this end. Therefor, the committee will be reviewing three areas of quality control, to include preparation, (are faculty prepared to teach online? How de we know this?) policy (what policies are in place to ensure that online offerings are conducted in accordance with district standards? How are authentication issues addressed?) and delivery (are online course offerings being delivered with expected quality?) The committee will explore this process this year.
Student Satisfaction Survey Jackson	Kay and Jack will work with James Smith (campus research) to include elements of satisfaction, awareness, perceptions, etc. of online education in the campus climate survey. Sample questions will be brought back to the committee. Michael Torrez offered to use his class to beta test the questions.
College impact – shift in learners moving from f2f to online (preliminary discussion)	This committee will be asked to address issues associated with shifts in learners from face-to-face classes to online environments as an ongoing agenda item.
Social Media Issues (preliminary discussion)	The committee will address this issue as an ongoing agenda item
Other Items	The committee has determined that it will meet the 2nd Wednesday of each month at 3:00 PM.
Next Meeting: October 12 at 3:00	