



What people said at the D/L meeting #2

Meeting called by Grotegut & Buehler ☺

Attendees at the October 11th, 2006 2:00 p.m. – 3:15 p.m.

Rick Arellano, Matt Freeman, Perri Gallagher, Richard Grotegut, Alan Kirschner, Jim McManus, Tina Mosleh, Jo Raine Rogers, Chris Warden.

Recorder: Lesley-Anne Buehler

Item Agenda one:

Review of last minutes, thank you Perri! Minutes Approved. ☺

New website for EMTmentors@ohlone.edu Now complete!! Includes DL people <http://www2.ohlone.edu/people2/bbradshaw/mentor/>

Item #2:

Dr. Wrights Blog can be found at: <http://learningcollegedialogue.blogspot.com/>

Jim McManus asked the committee to share their thoughts on this Blog. At that point a discussion ensued. Many thoughts and ideas were shared.

In summary here is a list what surfaced:

Are there a current Title III guidelines as to how many classes should be taught on line?

Does this Blog cover all distance learning types (TV/audio class where students can come and rent the media and watch or listen to their course but not necessarily take the course inside a course management tool, such as WEBCT) or are we really focused on online using a CMS tool? Mrs. Buehler suggested keeping this “simple” and focusing on instructors managing CMS tool on line.

On-line is more time consuming---if you do a 100% online you are really doing a lot more than a 100% load.

There are some faculty out there who seem to be able to manage their time and teach more than one course on line; however are they making effective contact time with their students? Are the students learning? How do we access this?

There are really lots of variables, it's not just the CMS, it's the teacher too. Does that teacher know all that the CMS can deliver? Are they using the features to teach, or just automate their class so they can handle more students but in a generic way rather than one to one?

Time to prep is still a need.

Academic Freedom to teach what I want.

What exactly do we mean by DL anyway?

Should the limit on how many classes be set by each Department? English online and grading essays may be and I say maybe more time consuming than another type of course.

I think there should be a choice. Faculty should be able to choose how many online.

I think there should be more collaboration between faculty in the departments when it comes to working on line and sharing.

I think faculty will only do a couple of classes anyway. I sense from what I know about faculty here at Ohlone, most do a couple and seem to handle it well.

What's best for the student?

Well I see that enrollments are a issue now. In the old days when Ohlone was booming and the lines for classes were around the buildings....sigh...we didn't have to worry about enrollments. Now we do and the DL serves as a good feeder for that. Case in point. We are now running a physics course completely online. In the old days enrollment was about half of that which is appearing on line.

In the old days, no one new about DL. It was new, foreign and no resources. Now there are umpteen resources out there and so people want to jump on the bandwagon. In fact I know in some colleges that full timers are taking the online courses and adjuncts are having to wait in the wings to get a course. I was contacted by another adjunct who wanted to teach a course here at Ohlone. As in his college the full timers had taken all the offerings.

If a person teaches 100% I want to see accountability that they actually do come onto campus and partake in their other duties, such as committee.

Well if they come in that's fine, but virtual office hours are accepted.

Yes, but that doesn't include partaking in committees.

Well at Ohlone there is the "you must be on campus 5 days a week faculty rule?" So people do need to come in and should come in daily.

But, is that still in effect?—I heard otherwise. My understanding is if your Dean is ok with it, you don't have to be onsite 5 days in a row. Sometimes I get more work done in one hour quiet time at home than I do when I go in and get lots of interruptions. Of course my time in the lab (Hyman Hall) hours and office hours are not part of that, I do those anyway.

Some Canned (e-paks) courses are easier to manage than others.

Discussion timed out.....

Item Agenda #3:

What exactly are we looking for in this course approval?

This is the 64 million dollar question. What are we really looking for when we look at Course Outlines and some requests to move their course to fully online?

Currently we have a process here where the faculty member will connect with their Dean and then DL center and request to do an online course. They submit the request via Curricunet for Curriculum Comm. Review and then wait for the DL committee and chair (Marilena) to approve it.

As a committee we know, that when moving from a traditional course to fully online there are some things to be considered.

- 1) Will the content stay the same?
- 2) Are the new delivery methods conducive to effective teaching of this course?
- 3) Is the faculty member aware of the ADA compliance factors?
- 4) Has the faculty member ever taught online before (THIS OPENED UP A LATER DISCUSSION)
- 5) Can the college support the tech needs of this course effectively (appropriately)?
- 6) Does the faculty really know and is comfortable with their CMS?

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An idea surfaced that may allow Ohlone to cover these issues while not being discouraging to the faculty member

In the current Curricunet database there are some input fields that allow the faculty member to input details about their course and the online components for it. At this time these are the two screens faculty see and input to.

CurricUNET - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.curricUNET.com/Ohlone/build/courses/c_builder/e_distance_ed.dfm

Google

A World of Cultures United in Learning
OHLONE COLLEGE

Ohlone's CurricUNET

Welcome, Lesley Buehler
Log Out

CurricUNET Home
Build
Courses
Edit Course

Edit Course
CAOT 147
Computer
Applications in
Biology
Buehler, Lesley

Course has to have a status of Pending in order to be launched.

Links
ASSIST
CA Bureau of Labor
Statistics
CAN
CCC Academic Senate
CCC Curriculum
CCC Occupational
Education
CCC Research & Planning

Course Distance Education

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By Chris Warden

| | |
|----------------------|----------------|
| Delivery Methods | On-line Course |
| Other Methods | |
| Quality Assurance | |
| Additional Resources | |

Edit

Course Checklist

- Main
- Cover
- Distance Ed
 - Contact Types
- Proposal
- Details
- Student Learning Outcomes
- Outline
- Assignments
- Methods of Evaluation Assessment
- Methods of Instruction
- Textbooks
- Supplies
- Entry Knowledge
- Requisites
- Library
- General Ed
- Codes
- Admin Dates

JavaScript:switchScreen('Ohlone/build/courses/c_builder/e_distance_ed.dfm')

start Microsoft Office ... Ohlone College - Mic... CurricUNET - Microsof... Inbox for lbuehler@o... 7:37 PM

Internet Explorer

Tools Help

Search Favorites

com/Ohlone/build/courses/c_builder/e_distance_ed.cfm?unlock=1

Go Links Settings

Go Bookmarks Check AutoLink AutoFill Send to

Course Distance Education

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| | |
|-----------------------------|---|
| Delivery Methods | <ul style="list-style-type: none">On-line CourseVideoconference CourseOtherHybrid Course |
| Other Methods | <input type="text"/> |
| Quality Assurance | <input type="text"/> |
| Additional Resources | <input type="text"/> |

Save Finish Cancel

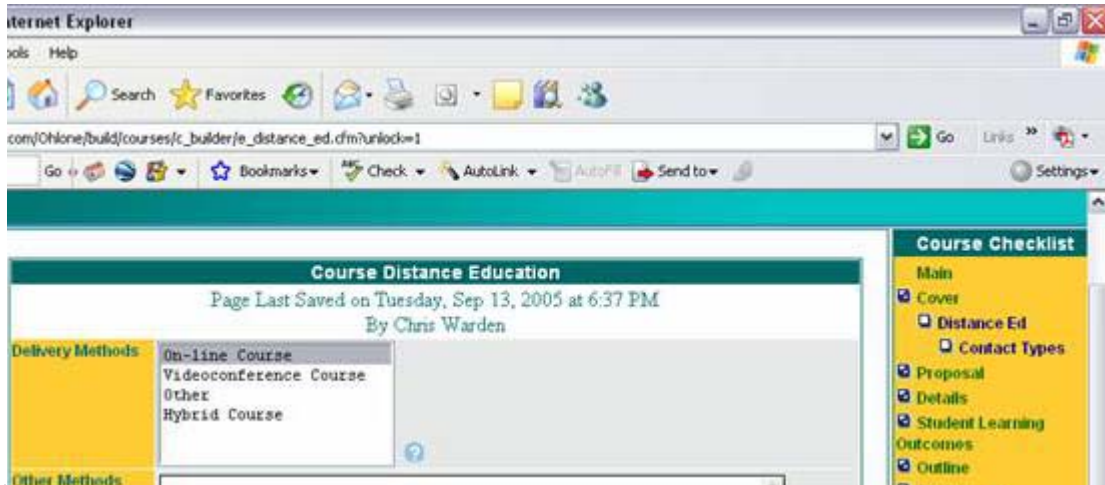
Course Checklist

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Legend

- Spell Check
- Help

A suggestion was made to add some categories to the form that would expose the faculty members to areas of this type of instruction they may not have factored into their equation of converting a class from the traditional method to online. These were just some suggestions that surfaced.



| | |
|---|--|
| Accessibility?? | Have you contacted XYZ person about Accessibility needs if so continue below. If not, ...bla bla bla |
| Course Contact Method ?? | 100% fully one (option one) web enhanced: less or = to 50% (option two) tech mediated: more or = to 75% (option three) |
| Tools to use within Course Management System (CMS) ?? | Make a selection drop down list here: e.g. pod casting, email, discussions etc. etc. |
| Additional Resources ?? | Students will need an access code?/other |
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Add your ideas here??? Cut and paste and send this back to me.

One really great idea that surfaced, thanks Perri, was the idea of having a faculty member demo their course to the DL group as part of the approval process. Should –could that be a field here too?

Another institution, that does use Curricunet used the approach of having the faculty member sign a consent form to convert or create an online course and questions such as;

Are you aware of ADA compliance?

How will you change your delivery methods etc. etc.

As we have this type of form technically already in the database and could upgrade it this idea might serve a need. It would also show WASC and anyone else how at Ohlone we have gone the extra mile to ensure we cover that the faculty member is a ware of all these things.

Item Agenda #4:

Self Analysis

WASC: Last time we met some of you had questions about what do Hybrid, Web enhanced and, fully online really mean. A web link and description was sent out to all of you that best described the Title 5 statements <http://web.scc.losrios.edu/de/titlev> (this is a really nice website).

Another 2 links were also sent for the Comments made about the DL program at Ohlone by WASC at their last visit here it is again: www.professorbuehler.com/WASCneeds.html and www.professorbuehler.com/DLpages10_14.html ,

This second link are the two pages we need to pay special attention to on how we should assess ourselves. One such tool would be a survey of how we are doing, what we should and need to be doing –a needs assessment. How are we best serving student needs?

Tina volunteered to send the committee some sample surveys she had seen that address these questions so that maybe we can formulate a survey of our own and use that to guide our dialogue and future strategies.

Item Agenda #5

Who should teach online? Currently if someone wants to teach their course on line there really is no way to say “NO.” It may be recommended that if someone is new to this type of teaching they take steps to learn the process, but right now the mindset is that faculty should be able to do it. This begs the question that while preparing a course traditionally is one thing, does the faculty member realize online has some other elements that factor into it?

Questions that arose out of this were:

- 1) Has the faculty member ever taught on line before?
- 2) Has the faculty member ever been an online student? Totally different perspective?
- 3) Is the faculty member aware of the ADA compliance factors?
- 4) Does the faculty member feel pressured to teach on line for enrollments?
- 5) Should a new faculty member in their first year be asked to teach online if they have never done it before?
- 6) Prep time involves a little more than setting up the class the night before?
- 7) Has the faculty member submitted the Special Course Approval form in Curricunet (or has the Dean initiated that process) prior to the course being

launched?

Guidelines for new online instructors should be established. If someone comes from another institution and has had experience in this arena then they could demo their course to the committee. As for the others....discussion still continuing.

Item Agenda #6

Should IT make the sole decision about course management software, (CMS) or should faculty? Or should both.

Unanimous response: Both Parties.

Our WebCT license expires at the end of June 2007—we will still be/are looking at new CMS's out there (Chancellors Office, Clones and other, and of course exploring converting to WEBCT 6.1. Mr. Kindred has shared some ideas on this and there will more info shared on this possibly at the next meeting).

Meeting ended 3:30 p./m.

ACTION ITEMS:

- 1) Committee member will go to Dr. Wrights Blog and input their comments to his Blog.
- 2) Committees members should print off the current Curricunet DL form and either add some category areas to the form (in writing) and either email it back to Ms. Buehler, or place it in her mailbox so that she can compile all the ideas and prepare a draft of it for the next meeting.
- 3) Committee members will go to the WASC links and send their ideas to Ms. Buehler (questions/tools they think might be a good way of accessing a needs assessment.)

And that's all folks...really productive...THANK YOU ALL!!

See you all at the next meeting on November 15th 2006, 2:00 p.m. ...refreshments will be served room 2201 ☺