

**Distance and Distributed Learning Committee
Minutes for December 13, 2006
A-114 at 3 p.m.**

Attendance: Linda Delzeit, Anna Bakman, Shoushan Baklayan, Joe Messinger, Jing Babb, Bobbi Kimble, Jan Gangel-Vasquez, Leslie Koritzke, Bradley Vaden

Chair's Report: Linda

Pod cast: Working to configure 30 used computers as pod cast appliances to be installed into classrooms with priority F building and science 4th floor. Science plans to pod cast most of their classes. President of LATTTC is looking for a company who will donate mp3 players for all fulltime fall students. Student and faculty evaluations for the pod cast pilot project this semester have been distributed. Immediately clear that students do not know how to access pod castings. President interested in developing LATTTC radio station which will feature all academic disciplines, vocational programs, business tips, certificate programs, class announcements, etc. LATTTC classes currently engaged in some pod casting are available at <http://wellness.lattc.edu/podcast>. Plan to experiment with Dragon, Naturally Speaking, voice recognition software program to convert mp3 files into text files.

Old Business: Linda

- a. DE instructor approval process: no report
- b. Updates: pod cast evaluations in process
- c. Block Grants: Bobbi reported finalizing decisions next week. Working on draft of block grant application and draft of rating form—with criteria for rating.
- d. "Guide for Online Students" now available on-line.
Discussion: Bradley suggested writing a tutorial on "how to look at your grades."
Discussion. Agreement to add: Do not send junk mail to instructor; instructor email may be read as junk mail; for moodle users—don't block instructor from responding to messages, etc.
- e. DE workshop demonstrating SLOs: See Jing and Brad's sheets. Linda's original worksheet for faculty training. Marci to include examples for department chairs for on-line class evaluation. New faculty evaluation handbook now available on on-line website. Marci requests that we add specific features for peer review and to aid department chairs, deans, etc.
- f. Draft of sick pay: Jan. Tabled to next meeting.
- g. Textbook orders from sources other than LATTTC Bookstore. Gaylan requests no outside ordering, but wants secure ordering site for mail orders.
Discussion. Joe reports that Gaylan does not intend to handle actual mail orders, but to vendors who will earmark sale for LATTTC to allow a commission for LATTTC. District requests all district websites to have similar "feel." Therefore, LATTTC is awaiting discussion from LACCD before changes are made vis-à-vis the "look" of the sight.

New Business: Linda

- a. Request Gary Szymanski be approved for DE in Art. Proposed process: members of this committee be given log-in as student to Szymanski's site. Evaluation using forms and worksheets already approved by DDL. Discussion: There is no completion criteria for passing moodle training. Bradley suggested development of moodle shell be the test for having successfully completed moodle training. Agreement: Get log-in password from Gary; use 2 tools developed by DDL; evaluation to be completed by January 15, 2007.
- b. Agreement to send SARS messages to Winter on-line students regarding class start-up information: December 27. Spring 2007: January 27. Email notices also to be sent for both terms.
- c. Bobbie reported on district plagiarism policy. Eric Kim (LACCD) reported evaluation of "cheating" and plagiarism be based on same criteria for classroom and on-line environments. If student has cheated on an assignment, assignment can be failed but student cannot be failed. Can't penalize them with sequentially higher punishment. Each project is evaluated on its own merit. The grading mechanism is established for all students for individual project. Bobbie agreed to draft statement on plagiarizing in concert with District.

Marci's Request: Linda

- Requests access to every on-line course for attendance purposes—not evaluation purposes
- Faculty furnish on-line log-in id and password to chairperson for monitoring of attendance up to census date.
- Time-line: beginning immediately
- When on-line instructor is up for evaluation, faculty id/password must be furnished to department chair/dean for purposes of evaluation.
- Beginning fall 2007, class be approved for distance edu and student log-in id/password must be provided to department chair prior to class's being listed in printed schedule. Therefore, department chair knows the class is "valid" before inclusion in printed schedule.
- Discussion: Bradley suggested included instructor also be approved before class is printed. Linda suggested only new class's being approved, id/log-in be provided. Classes previously taught on-line would have different time line. Concern expressed that traditional courses instructors do not have to show class syllabus, etc. before class being submitted for printed schedule. On-line courses scheduling should not be treated differently.

Agreement:

The DDL committee is making the following recommendations:

The DDL committee recognizes the need for department chairs and deans to be able to perform specific duties in regards to online classes in the same way as on

campus classes. As a result, the DDL committee is making the following recommendations:

A) **Attendance monitoring:** In order to monitor attendance in online classes, the instructor will provide a student log in id and password to the department chair on or before the first class meeting. The log in id can be removed by the instructor following the census date. In the event a student id does not provide sufficient access to monitor student attendance, the department chair can request copies of attendance data or an instructor log in id and password.

B) **Evaluation:** When an online instructor is under evaluation, a student log in id/password will be arranged for a brief period to be given to the department chair or dean, according to the AFT contract. In the event a student login id/password does not meet the evaluation needs, a faculty login id/password will be given to the department chair and/or dean. The use of this id/password should only be used for observation purposes and no changes are to be made to grading, assignments, tests or other items in the virtual classroom.

C) **Scheduling:** No class shall be scheduled prior to both the class and the instructor being approved for distance education. Online classes should not be scheduled with "staff" as the instructor.

Adjourned: 4:25 p.m.

Next meeting: