Committee on Distance Education (CoDE)
Minutes
September 25, 2018
SV105

Members Present: Alexa Schumacher (Chair), Rachel Ridgeway (PSD), Sevada Isayan (BUSD), Robin Fishman (SSD) – Roger Bowerman (Proxy), Amy Oliver (VPAD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Melissa Basalla (CESL), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Mike Eberts (LAD), Dave Martin (TAD)

Members Not Present: Jonathan Holt (BIOD), Molly Mercer (STSD)

Resources: Julie Gamberg (DEFDC), Eric Hanson (Dean), Franciean Rohrbacher (C&I), KC Camp (DSPS), Connie Lantz (ITSS), Samantha Garagliano (LAD), and Ken Taira (BUSD)

 I.   Call to order at 12:26pm
 II. Comments from the committee on agenda items only
      (2 minutes per speaker) - None
 III. Approval of Minutes (**MTA Rooney/Panac) – Approved**
   - Next @ONE DE Certification: Oct. 22 and Jan 14 - Advertise!
     - We now have 199 DE Certified Faculty!
     - Of the 199, 88 have been completed the IOTL Course!
     - Oct. 22 Class – Still Spaces/Jan 14 Filling Fast!
   - New GADER Deadline – March 15, 2019!
     - GADER Policy/Workshops: https://glendale.edu/gader
     - New Workshop Lineup and CoP Date/Time!
   - New DE Statistics from Ed Karpp from 2011-Spring 2018 – Review on DE Website: https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures
     - See Handout for DE Statistic Highlights
   - Motion 2018-34: "The Senate approves CoDE's policy that the due date for the mandatory check-in assignment for Distance Education classes during short sessions be the first Thursday of the first week of the short session." – passed by Senate on 9/20/18. Moving forward - Implementation TBA

- "Online Exams: The Need for Best Practices - https://digitalcommons.kennesaw.edu/cgi/viewcontent.cgi?article=1128&context=jpps
- Cross-Listing Courses: Things to Reminder (Non-DE Courses Only)
    - Combined course shells in Canvas will not be offered starting in spring 2019.
    - Ask Connie to 'cross-list' your face-to-face classes
    - Cannot cross-list DE classes
- OEI/GADER Subcommittee Update:
    - OEI Update -
    - Non C-ID classes to be accepted into the OEI early next year, 2019.
    - Submit Courses to the Design Academy
        - https://onlinenetworkofeducators.org/course-design-academy/participate/
        - Must have taught the course one semester fully online (asynchronous) at GCC to be eligible for submission to Design Academy.
        - Asynchronous Online Classes Only
        - POCRs (DE Mentors) will go through Design Academy first to pilot the process.
    - Find List of C-ID Classes/Fully Online at GCC Classes!
    - Need 17 Sections by fall 2020 - not instructors or classes – just 17+ sections (an instructor can teach more than one section of the same OEI class)
        - Need incentives to encourage faculty to submit classes to Design Academy - reviewing options with administration.
        - Need to identify faculty that are interested in submitting their course to the Design Academy and running their course in the OEI.
    - GADER –
        - Should we increase annual hours? - Do not increase GADER at this time.
        - Next meeting: TBD through a doodle
    - Next meeting: TBD through a doodle online

IV. *Guided Pathways Update from Rachel Ridgway*
- Work with Student Services to implement Cranium Café and help create comprehensive support for DE students.
- Identify fully online classes at GCC and other potential fully online classes that can be added to the schedule to create fully online certificates/AA/AS degrees to create a DE Guided Pathway and be advertised through the OEI.
- Work with BUSD, LAD and ENGL first since these divisions offer the most fully online courses currently to begin developing certificates/AA/AS degrees via DE.

V. *OEI Steering Committee Update from Eric Hanson*
- 1st Point Person for OEI: Eric Hanson, 2nd Point Person for OEI: Alexa Schumacher
- Hanson - report back to CoDE, will attend F2F Sacramento meetings.
- Hanson/Schumacher – report back to CoDE, will attend virtual Sacramento meetings.
- Currently other colleges are not offering incentives for faculty completing the Design Academy or submitting a course to the OEI – but discussions are being had.

VI. **Approval of Agenda (MTA Isayan/Assadi) – Approved Unanimously**

- Approval of DE Addenda Reviews
  - LING 101 (CESLD)
  - ENGL 111 (ENGD)
  - PE 101 (KIND)
  - PE 102 (KIND)
- **(MTA Isayan/Eberts) – Approved Unanimously**

VII. *Old Business*

VIII.   New Business

- "GCC Canvas Sample Course Shell" – Review and Approval
  - o Goal: Generated for Summer 2019 classes
  - o Will be updated each new semester – if needed
  - o Available on Commons after Approval (GCC Only)
- **(MTA Rooney/Isayan) – Approved Unanimously**

- DE Strategic Goals - 5 year Plan – Review and Approval
  - o Sent via email and DE Certified Listserv
- **(MTA Isayan/Ridgway) – Approved Unanimously**

X.   Adjournment

Fall CoDE Meetings: August 28, Sept. 25, Oct. 23, and Nov. 27
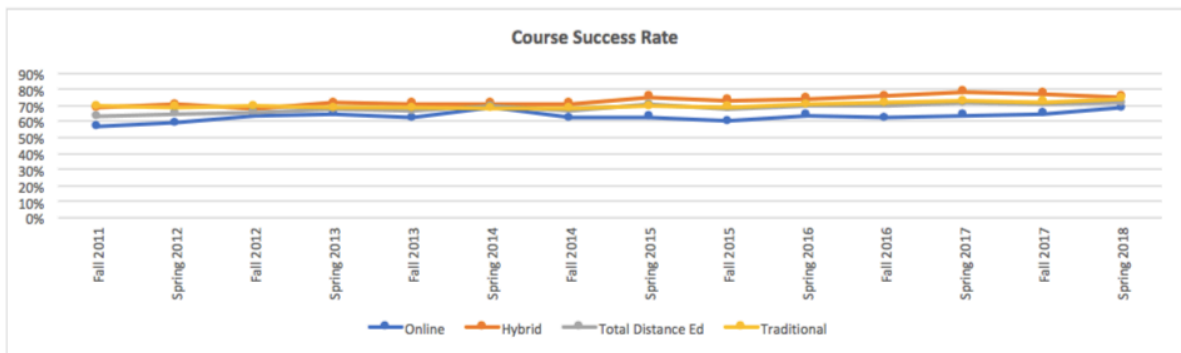
Contact Information of GCC DE Team:
- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu
- Assistant Instructional Tech Support Specialist: Daniele Ingrao - SV112, dingrao@glendale.edu

Distance Education at GCC and Statewide Statistics!

- **GCC success rates for Hybrid courses are equal or higher than that of face-to-face and online classes at GCC.**
- **GCC success rates for online course are below that of face-to-face and hybrid courses, but equal to the statewide achievement gap of 6%.**

2. Success Rate for Credit Online/Hybrid

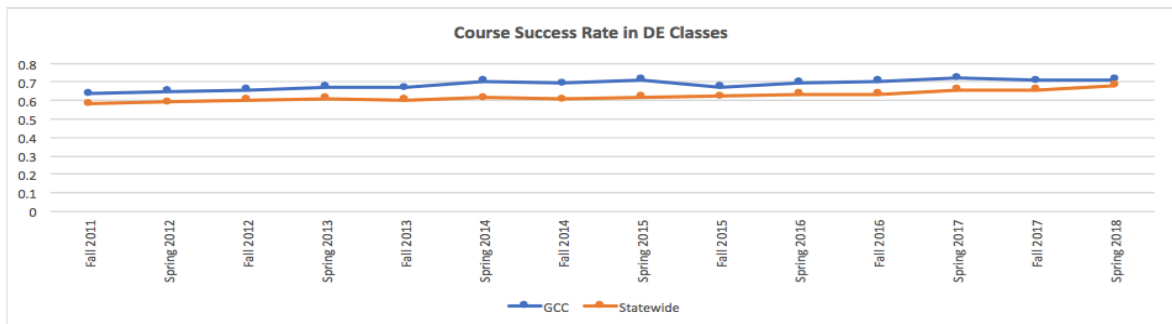|	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
Online	57.0%	59.0%	64.1%	65.0%	62.4%	68.9%	62.3%	62.8%	60.1%	64.0%	62.4%	63.9%	65.0%	68.5%
Hybrid	68.6%	70.7%	68.0%	71.8%	71.1%	70.9%	71.3%	75.4%	73.2%	74.2%	75.6%	78.4%	77.5%	75.4%
Total Distance Ed	63.3%	64.8%	66.2%	67.7%	66.7%	69.8%	67.1%	70.4%	68.1%	70.1%	69.9%	71.8%	71.0%	71.7%
Traditional	69.6%	69.1%	69.6%	68.6%	68.5%	68.2%	68.2%	69.8%	69.0%	70.8%	71.9%	72.9%	72.4%	74.1%

- **GCC success rates for DE courses (Online/Hybrid) have consistently been higher than that of the statewide average since Fall 2011.**

15. Success Rate of GCC Online and Hybrid Course Offerings vs. CA Average from Fall 2011-Spring 2018

Note: Hybrid and online classes are not distinguished in statewide data.
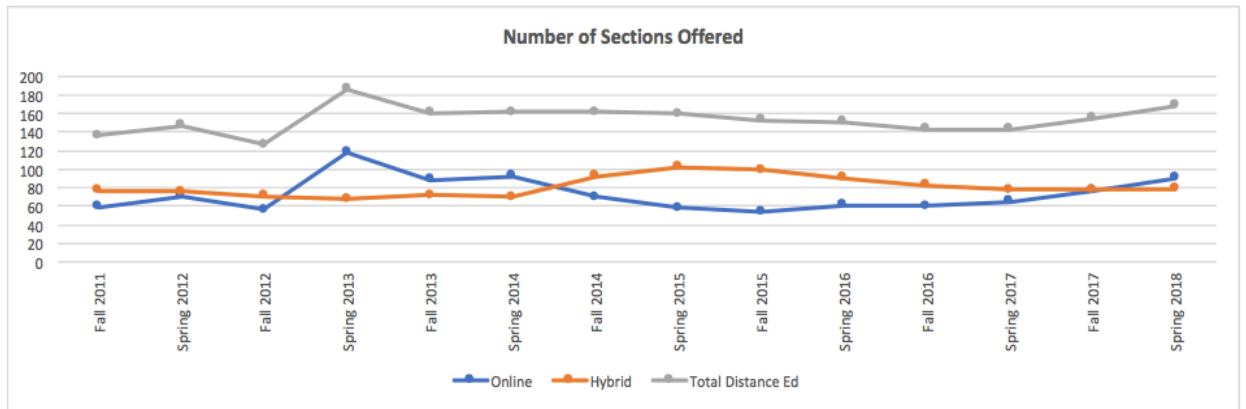
Course Success Rate (Credit Courses)	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
GCC	63.9%	65.1%	65.9%	67.4%	66.9%	70.6%	69.3%	71.4%	67.5%	69.6%	70.5%	72.3%	71.1%	71.2%
Statewide	58.4%	59.1%	60.5%	61.2%	60.5%	61.6%	60.8%	61.9%	62.4%	63.7%	63.4%	65.8%	65.9%	68.1%

- **GCC DE course offerings have increased and decreased over the years. The growth has been minimal since fall 2013, but increasing slowly.**

1. Seven-Year Growth in GCC Online and Hybrid

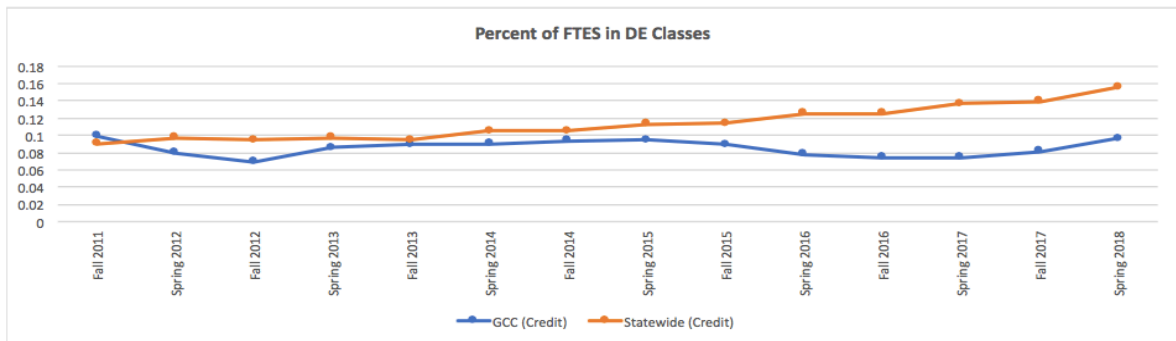| Sections Offered	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
Online	59	71	56	118	89	92	70	58	54	61	60	65	77	90
Hybrid	77	76	71	68	72	70	92	102	99	90	83	78	78	79
Total Distance Ed	136	147	127	186	161	162	162	160	153	151	143	143	155	169

Number of Sections Offered

- **GCC DE course offerings are way below that of the statewide offerings in other Community Colleges in CA – we have room to grow!**

14. Percentage of GCC Online and Hybrid Course Offerings vs. CA Average from Fall 2011-Spring 2018

Note: The Chancellor's Office datamart does not show offerings by distance education status, but it does estimate FTES from enrollments in distance education classes. Additionally, hybrid and online classes are not distinguished in statewide data.

Estimated FTES from Distance Education Classes	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
GCC (Credit)	9.9%	8.0%	6.9%	8.6%	8.9%	9.0%	9.4%	9.5%	8.9%	7.8%	7.4%	7.4%	8.1%	9.6%
Statewide (Credit)	9.0%	9.7%	9.5%	9.7%	9.5%	10.5%	10.5%	11.3%	11.4%	12.5%	12.5%	13.7%	13.9%	15.6%

Percent of FTES in DE Classes

Don't Forget to Tell your Division…!

(Reminders from CoDE: September 25, 2018)

1. Register for next DE Certification Oct. 22 and Jan. 14!
    a. Earn 40 hours of Flex or a 1.25 step-in-column
    b. October 22 – Still Space, January 14 – Filling Fast!
2. Complete Required GADER (Glendale Annual DE Recertification) Hours by March 15, 2019
    a. New Deadline – Contact Julie at defacdev@glendale.edu
3. "Online Exams: The Need for Best Practices - https://digitalcommons.kennesaw.edu/cgi/viewcontent.cgi?article=1128&context=jpps
4. New DE Statistics from Ed Karpp from 2011-Spring 2018 – Review on DE Website: https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures
5. Cross-Listing Canvas Courses: Things to Reminder
    a. Combined course shells in Canvas will not be offered starting in spring 2019.
    b. Ask Connie Lantz to 'cross-list' your face-to-face classes
    c. Cannot cross-list DE classes
6. "GCC Canvas Sample Course Shell" – Approved and on Canvas Commons now for download!
7. DE Strategic 5-Year Plan - Review on DE Website: https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures
8. Motion 2018-34: "The Senate approves CoDE's policy that the due date for the mandatory check-in assignment for Distance Education classes during short sessions be the first Thursday of the first week of the short session." – passed by Senate on 9/20/18. Moving forward - Implementation TBA
9. New OEI/GADER Subcommittee to discuss all things Online Education Initiative (OEI) and becoming OEI Ready for the Exchange at GCC.
    a. Still accepting volunteers – email: de@glendale.edu