

Committee on Distance Education (CoDE)

Minutes

April 24th, 2018

SV105

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

Members Not Present: Deborah Levine (PSD) and Molly Mercer (STSD).

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

- I. Call to order at 12:30pm
- II. Comments from the committee on agenda items only (2 minutes per speaker) - None
- III. Approval of Minutes (**MTA McDonald/Eberts**) – **Approved, Gago abstention**
- IV. Coordinator's Report
Next @One DE Certification July 23rd - Advertise!
 - *Take information to your Division – earn a 1.25 step in pay, cover full Flex for the year, earn DE Certification or Recertification, learn DE instructor responsibilities/expectations.*Recertification Hours due May 15th – Give to Julie in the FIC!
 - *Hard deadline is May 16th. Check GADER website for what qualifies as GADER and what qualifies as Flex. Make sure to drop off GADER verification in the FIC by May 16th – dropbox at front desk in the FIC.*Volunteers needed for GADER Hour Review Committee –
 - Rachel R., Ken Taira, Samantha G., Alexa S.
- V. *Call for additional items (for future agendas) - None*
- VI. **Approval of Agenda (MTA Rooney/McDonald) – Approved Unanimously**

High Priority Items

1. Review and Discuss DE Addenda
2. Approval of DE Addenda Reviews
 - 2.1. ARCH 250 (TAD)
 - 2.2. BUSAD 205 (BUSD)
 - 2.3. BUSD 210 (BUSD)
 - 2.4. BUSAD 212 (BUSD)
 - 2.5. CSIS 187 (BUSD)
 - 2.6. CSIS 212 (BUSD)
 - 2.7. CSIS 234 (BUSD) – was 243 in Agenda (fixed type-o)
 - 2.8. CSIS 255 (BUSD)
 - 2.9. CSIS 260 (BUSD)
 - 2.10. CSIS 261 (BUSD)
 - 2.11. CSIS 262 (BUSD)
 - 2.12. CSIS 280 (BUSD)

(MTA all DE Addenda Above: Martin/Fishman) – Approved Unanimously

- CoDE Mission, DE Mission, DE Vision and Values
 - Edit suggestions from Fishman, Erfurt, Camp, Ridgway, Rohrbacher, Hanson.

(MTA all 3 Statements above and to add into the DE Handbook 2018-2019: Romano/Fishman) – Approved Unanimously
- Distance Education Handbook 2018-2019
 - Edit suggestions from Taira, Erfurt, Fishman, Camp, Ridgway, Lerner.

(MTA DE Handbook 2018-2019: McDonald/Rooney) – Approved Unanimously
- Adopt the OEI Rubric as the GCC DE Course “Goal”.

(MTA OEI Rubric as the DE measuring tool for OEI courses: Taira/Erfurt) – Approved Unanimously
- Highlight Portions of the OEI Rubric to complete the DE Compliance Check (Title 5/508/GCC policies) on DE Courses
 - Add Section E? Will check with Camp/Federal Guidelines – will add if needed.

(MTA Abridged OEI Rubric as the DE measuring tool for Compliance Checks: Erfurt/McDonald) – Approved Unanimously

- Faculty incentives for creating/modifying DE courses
 - Started discussion and will continue at next meeting, May 22nd. Ideas: OEI get more pay/stipend/Flex. Create an OEI class – stipend/flex. Offer OEI class in the exchange – stipend/flex/more pay. Extra sabbatical leave for creating/teaching OEI classes.
- Individually Planned Activity (IPA) for new DE courses, major revisions, Compliance Update from Checklist – Set Hours?
 - Started discussion and will continue at next meeting, May 22nd.
 - <https://www.glendale.edu/home/showdocument?id=10224>

I. Old Business

- Organize a Faculty Evaluation Taskforce (Senate/Guild)

II. New Business

- DE 7-Year Plan – Discuss and Brainstorm

X. Adjournment

CoDE Meetings: Feb. 27, March 27, April 24, and May 22

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

CoDE Mission

The mission of CoDE is to cultivate policies and promote practices that contribute to the quality and growth of distance education at Glendale Community College.

In support of the institution's Mission and Vision, the Glendale Community College's Committee on Distance Education (CoDE) will work with the Distance Education Coordinator, Distance Education Faculty Development Coordinator, Academic Senate, and Division Chairs as instructional program leaders to facilitate and improve online teaching, learning, and technology.

With the understanding that faculty should have the primary responsibility for developing policies and promoting distance education practices, CoDE will support a learner-centered program designed to further student success by making recommendations to the Academic Senate. Each CoDE member will represent his/her division and act as a resource to all faculty members within their division regarding exploration, development, and implementation of strong pedagogical online strategies in the distance education environment.

DE Program Mission

The Glendale Community College Distance Education Program Mission is to serve a diverse population of students by providing the opportunities and support to achieve their educational and career goals. The Distance Education Program is dedicated to the importance of higher education in the evolving urban environment of Glendale and the Greater Los Angeles area and beyond. Faculty and staff engage students in rigorous and innovative online learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community. As part of its mission, Glendale Community College and the Distance Education Program are committed to student success by promoting:

- transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction;
- communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge;
- collaboration among disciplines and openness to the diversity of the human experience;
- student services, learning support, and technology that enable students to reach their educational goals in an efficient and timely manner;
- universally accessible, academically sound pedagogical strategies, and technologically advanced instruction at a distance, while responding to community needs and promoting faculty innovation;
- student retention by ensuring uniformity in terms of Learning Management System (LMS) and online instructor responsibility and accountability;

- clear expectations, guidelines and policies for instructors teaching distance education courses in order to adhere to the requirements of Title 5 Regulations, Federal ADA/Section 508 Laws, the American Federation of Teachers (AFT) Contract (Article 40), and the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) which oversees accreditation at Glendale Community College.

DE Program Vision and Core Values

The Distance Education Program seeks to lead in educational excellence, innovation, training, delivery and support of online and hybrid instructional modalities within and beyond Glendale Community College. Glendale Community College looks to participate in the Online Education Initiative (OEI) in order to provide our students, and those throughout California, with high quality online courses.

The Distance Education Program at Glendale Community College is guided by the following Core Values:

- **Leadership** in technology, instructional innovation, and cultivation of lifelong learning and professional development;
- **Dedication** to best practices in distance education and support services for student success;
- **Commitment** to communication and collaboration among key stakeholders;
- **Transparency** in the decision-making process, while maintaining integrity and professionalism.

Don't Forget to Tell your Division...!

(Reminders from CoDE: April. 24, 2018)

1. Register for next [DE Certification](#) July 23rd Class!
2. Complete Required [GADER](#) (Glendale Annual DE Recertification) Hours by May 16 (hard deadline) – Contact Julie at defacdev@glendale.edu (Drop off Forms in FIC – SV)
3. New Online/Hybrid Course Definitions:
 - **Online Courses:** An Online course is offered 100% online. Students cannot be required to meet face-to-face for office hours, orientations, homework, exams, distribution of resource materials, or any other course component. An online course shall utilize features of the Learning Management System (LMS), Canvas, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, Asynchronous and/or Synchronous learning, etc. All course instructions, materials, assignments, and discussions are posted and completed online. Online courses require for both the student and instructor the same amount of coursework and hours outside of the classroom as traditional courses. Online courses are noted as such in the schedule of classes.
 - **Hybrid Courses:** A Hybrid course is offered 1%-99% online with online content and/or activities. Teaching is a combination of face-to-face meetings and online activities. A Hybrid course can utilize features of the Learning Management System (LMS), Canvas, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, Asynchronous and/or Synchronous learning, etc. The course can be offered during regularly scheduled class times or with online components that replace some of the regularly scheduled class meetings. The instructor will give face-to-face orientation and in-class exams as stated in his or her syllabus. Hybrid courses are noted as such in the schedule of classes.
 - **All specifics regarding campus meeting times, contextualized learning focus, synchronous online hours, specific computer knowledge, etc., should be noted in the Ticket Note.**
4. Want to offer a DE class for the first time? Complete a [DE Addendum for a New DE Course!](#) Or email de@glendale.edu