

**On-Line Teaching and Learning Committee
Minutes
Friday, September 10, 2004**

The regular meeting was held Friday, September 10, 2004 in F106.

Members in attendance: Rik Barnes, Ted Chandler, Tom Doyle, Greg Gomez, Susan Haber, Tim Phillips, Jodi Reed, Kari Wergeland and Madelaine Wolfe.

Members absent: Dave Raney

Guests in attendance: Pei-Hua Chou

The meeting was called to order by Kari Wergeland at 10:05 am. She introduced and welcomed new member Greg Gomez to the committee.

Approval of minutes: The minutes from the May meeting were not available for approval.

Reports:

Online Counseling: Greg is the new Title III counselor, he explained his role as the online counselor to the committee and what they are in the process of developing for student advising and to address student retention. Greg explained that this is a 5 year trial project.

Susan Haber explained a few of the issues with online retention and students not knowing about the nature of online courses and all the aspects involved with online courses for example; chat rooms, bulletin boards, downloading, etc. Jodi made some recommendations to Greg on ideas to address some of these issues.

Committee Representation: Susan welcomed Greg to the committee. Susan is the Vice President of the Academic Senate and is responsible for assigning people to the various shared governance committees. Susan announced that the new part-time faculty representative on the committee will be Kathleen Aylward from Exercise Science.

Report to the Board: Madelaine announced Title 5 requires the College to make a report on online education to the Board on an annual basis. Madelaine shared the report with the committee and the Board had some questions related to the report. The committee discussed the questions and the response that will be given to the board.

Review of Standards for Good Practice: Madelaine asked the committee members to look at the Standards of Good Practice and bring their recommendations for edits to the next meeting.

Other: The next meeting will be Friday, November 5th at 10:00 am in the TLC.

The meeting adjourned at 12:00 p.m



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ONLINE TEACHING AND LEARNING COMMITTEE

MINUTES OF MEETING

A regular meeting of the Cuyamaca College Online Teaching and Learning Committee was held on October 8, 2004 at 10:00 a.m. in the TLC.

Members present: Kathleen Aylward, Rik Barnes, Susan Haber, Dave Raney, Kari Wergeland, Madelaine Wolfe

Members absent: Ted Chandler, Tom Doyle, Greg Gomez, Jodi Reed

Guests in attendance: Pei-Hua Chou

Recorder: Sharron Hamlett



Kari welcomed Kathleen Aylward to the committee and introductions were made.

Minutes from the September 10, 2004 meeting were approved with 2 revisions.

***Approval of
Minutes***

Madelaine announced she sent an email to all faculty (5) who will be evaluated online this semester. October 23 Information Systems will send a message to all students in the class notifying them that their instructor will be evaluated and when they can submit their evaluations online.

***Reports
Online Evaluation***

Madelaine described the process of student evaluations vs online evaluations to the new members of the committee. There was discussion about a statement that faculty should relate to their students to get more consistency. Madelaine suggested Susan and Kari draft a statement that would go to the faculty. Madelaine will then take it to the Deans.

Kari announced that Grossmont and Cuyamaca are in agreement with the report on Online Education. The report will be made to the Board at the October 19th meeting.

Report to the Board

Susan announced the calls for presentation for Staff Development Week have come out and she inquired if the committee was interested in

Other

conducting a workshop as they have in the past. There was discussion about the type of workshop that the committee would like to have and the structure of the workshop. Madelaine suggested a panel discussion type of workshop with a moderator in which to share creative ways to teach online. The panel would include new online instructors, instructors who are relatively new to teaching online and instructors who have been teaching online classes for quite some time.

The committee continued working on the document.

***Review of
Standards of
Good Practice***



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Members absent: Rik Barnes, Ted Chandler, Dave Raney

Guests in attendance: Pei-Hua Chou

Recorder: Sharron Hamlett



Minutes from the October 8, 2004 meeting were approved.

***Approval of
Minutes***

Madelaine shared a statement, drafted by Kari and Susan, to the Deans for the purpose of providing consistency for student's evaluations. This statement encourages students to evaluate their online instructors and would go to the online faculty scheduled for an evaluation so they could make it available to their students. The Deans approved the statement and it will be sent out for evaluations in Spring 2005.

***Reports
Online Evaluation***

Kari announced the call for presentation was submitted to the Staff Development Committee, Madelaine will be the moderator. The date has yet to be determined. The committee discussed possible faculty to sit on the panel. Kari suggested the committee invite the faculty selected be invited to the next meeting. The committee discussed the format and possible questions.

***Staff Development
Presentation***

Kari distributed the District-wide Web Accessibility Standards to the committee so they are aware of the document. There was some discussion about access issues for disabled students.

***Web Accessibility
Document***

Madelaine distributed the IS10 Operating Procedure for the committee's information. Jodi discussed ethical, common sense issues. The

***IS10 Operating
Procedure - Web***

committee also discussed issues related to the college logo, department logo and student pictures included on websites. Madelaine announced that section B in reference to accessibility was included in the Standards of Good Practice that the committee has been developing.

The committee finished working on the document.

***Review of
Standards of
Good Practice***

The meeting adjourned at 11:30 a.m.



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MINUTES OF MEETING

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Members present: Kathleen Aylward, Rik Barnes, Ted Chandler, Susan Haber, Tim Phillips, Dave Raney, Jodi Reed, Kari Wergeland, Madelaine Wolfe

Members absent: Tom Doyle, Greg Gomez

Guests in attendance: Pei-Hua Chou

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Minutes from the November 5, 2004 meeting were approved.

**Approval of
Minutes**

Susan Haber reported that a presentation was made to the board by Karen Brooks and David Agosto from Research & Planning regarding online learning at Grossmont and Cuyamaca Colleges. Cristina Chiriboga and Susan Haber answered questions from the Board.

Reports
*Governing Board
Presentation*

The committee discussed various ways to promote and educate students about online classes, which would include collecting testimonials from students and posting them on the website and in the class schedule. Jodi suggested putting an article in the student newspaper. Madelaine suggested inviting a student reporter to a meeting so they could talk to the committee and write an article.

Jodi reported on her ED 299 course, *How to Teach Online*. Like last year, it will be a 2 unit course in the spring. However, in the process of aligning the course with Grossmont, certain changes have been made for next year. The course will become a 3 unit course, and the new title is *How to Develop an Online Course*.

Promote ED 299

Kari announced the panel for the Staff Development Presentation will include Ted Chandler, Tom Doyle, Linda Haar, Donna Riley, and Al Taccone. Madelaine Wolfe will moderate.

***Staff Development
Presentation***

The committee discussed and revised the questions that would be asked of the panelists. Jodi suggested having a handout that lists resources for instructors.

Pei Hua and Rik announced that Deanna's help desk position will go from a half time position to a full time position. Because of this, Pei Hua and Rik will design a pilot program for serving online students. This service will be in place the first three weeks of each semester so students have help with any technical difficulties they might encounter when they are just beginning to take an online course. This service will fit nicely into Cuyamaca's Strategic Plan (see number 3 under Academic Excellence and Program Development, as well as number 7 under Student Success). The committee brainstormed for a short time, offering Rik and Pei Hua some ideas. They will incorporate these ideas into what they are already working on and eventually present a plan to the committee.

***Discussion of
Strategic Planning
Activities***

Susan Haber distributed the article "Surviving the Amazon Jungle" as information to the committee.

Other

The meeting adjourned at 11:00 a.m.