San Diego City College  
Distance Learning Committee  
Meeting Minutes – October 17, 2014  
11:00 – 12:15, R212

Attendees: Marie St. George, Gwyn Enright, John Mercurio, Sandra Pesce  
Guests: Katie Palacios, Rob Ewell

1. Minutes of 5/9/10 and 9/12/14 were approved

2. Day With Techsmith:
   • Gwyn, John, and Sandra attended.
   • Katie said over 100 people signed up, although 75 to 80 actually showed up.
   • Interesting products shown, feedback from audience solicited. Kind of like a user-group meeting.

3. BlackBoard Trailblazing: (John)
   • John attended.
   • Mostly sales pitch.
   • Redesigned thought process regarding analytics, from compartmentalized to integrated. You’ll be able to see how much time students are spending on the different areas of your course (lecture notes, texts, etc.); can track aggregate student progress in courses over time. Kats is pursuing more information on it.
   • Date management utility in Course Tools will be helpful time-saver for copying course dates to next semester shell.

4. Online Education Initiative (OEI) Update: (Katie)
   • Thirty course reviewers were selected out of 300 applicants, representing 29 community colleges. All are faculty who teach online. Katie Palacios and Keven Dooley from our district were selected. A thorough training process is underway; they've already had a two-day session and now it is online training. Trying to match reviewers to the course management systems they are familiar with. Very positive energy amongst reviewers, respect for faculty doing the pilot, supportive philosophy. Rubric is the review tool. Reviewers give recommendations as well as reviews and scoring. Suggestions given by reviewers, then faculty member works with an instructional designer and accessibility person to meet recommendations. Goal of process is to increase the quality of the courses, not just cut out the “bad” ones. Looking at creating a knowledgebase of the ideas coming forth to address what is good online teaching.
   • Discussion: During this process, the pilot faculty are acknowledging the benefits of instructional design, which is good for face-to-face as well as online courses. It would be good for this type of support to continue at the campus level.
   • After the pilot: course review process to continue.

5. Academic Senate Plenary (Sandra)
   • To be discussed at next meeting
6. 2014 Distance Learning Summit
   - Coming up on 10/24/14.
   - 70 people have signed up so far.
   - Gwyn distributed draft program with schedule on it. Sessions with Pat James (keynote) and the student panel are to be recorded. Katie’s session has been changed slightly to focus on the OEI rubric.

Next meeting: November 7th from 11-12 in R212.

Submitted by Sandra