Academic Senate
Grossmont College

Monday, May 15, 2006
11:00am – 12:20pm in Griffin Gate

I. CALL TO ORDER

A. Approval of Agenda

B. Approval of Minutes from May 1, 2006

II. PRESIDENT'S REPORT

A. Close Nominations for Part Time Representatives

III. ACTION ITEMS

A. Distance Ed Plan – Attachment #1

B. Academic Rank – Attachment #2

C. Faculty Serving on Committees
  a. Task Force on Supervised Tutoring – Cathy Harvey, Peg Hovde, Marion DeKoning, John Mercurio

  b. Task Force to Review Off Campus Sites – Mary Rider, Diane Mayne-Stafford, Marilyn Ivanovici

  c. Director of EOPS Hiring Committee – Sylvia Montejano, Carl Fielden, Judy Dirbas, Scott Barr

IV. INFORMATION ITEMS

V. COMMITTEE REPORTS

A. Program Review

B. Curriculum

GROSSMONT COLLEGE

DRAFT

DISTANCE EDUCATION PLAN
2006-2009

In the Fall of 2005, Grossmont College offered 87 online and 27 hybrid classes. According to campus research, the online student population comes from similar demographics to the on-campus students. The online population mostly comes from the local geographical area; however, our local geographic area extends to the Borrego Desert as well as the mountain communities. Also, there are Grossmont students who are out of town for one reason or another (military away on duty, international students home for the summer, students who travel in their occupations) who continue their education online. Surprisingly enough, the online, computer literate student is not necessarily under 30. Many of our online students are in their 40s and some in their 50s. They expect the same quality of education from their online classes that they would receive on campus. Through curriculum and evaluations, the college has maintained this high quality that is reflected in online courses.

Grossmont students benefit from online course offerings. Students who cannot come to on-campus classes because of significant distances, work schedules, physical disabilities, or familial responsibilities can be served equally well by Grossmont College online courses. The college also benefits by the freeing of brick and mortar classrooms which may be used for additional on-campus offerings. Although distance education will never replace traditional on-campus education, online courses do provide students with a viable alternative. As Grossmont College has always been on the "cutting edge," the development of an online degree or certificate program is necessary to stay competitive. This Plan focuses on the growth of Distance Education at Grossmont College over the next three-year period. It is designed to be a dynamic process that can be updated annually to respond to ongoing research into distance education and to reflect changes due to the constantly evolving nature of technology issues

Goal: To offer students access to quality education via distance education and hybrid classes.

Year 1 (2006-2007)

Objective 1: Provide training to faculty to ensure good practices are exercised.

Action to meet objective:

a. Find a trainer for WebCT and Blackboard;
b. Have formalized Staff Development training for online instructors which includes pedagogy and methodology, and technical development.
c. Institutionalize the training recommendations for teaching online.
d. Provide training to instructors on web accessibility.

e. Establish guidelines for adding/dropping students in keeping with Admissions & Records procedures and have them approved by the Academic Senate.
f. Develop a mentor process for new online instructors.
g. Encourage faculty to participate in the ICC Distance Education Committee (an Academic Senate committee).

Objective 2: Provide training to students for successful online learning.

a. Develop a course for student success in online learning.
b. Have instructors be cognizant of and recommend GCCCD Online orientation to their students.
c. Establish a student "help" desk through the campus webpage.
d. Conduct research into a method of establishing if students have the necessary technical and study skills to succeed in online learning courses.

Objective 3: Increase the number of online offerings including hybrid courses.
a. Establish a means for the Curriculum and Distance Education committees to work in consultation to develop a process that will ensure that the sound, consistent application of curriculum standards applies to all courses proposed for the online method of delivery so that they conform to the same strict content and quality standards that have made Grossmont college a model in these areas.
b. Disseminate information on hybrid courses on GCCCD Online;
c. Provide workshops to inform instructors how to develop hybrid courses;
d. Establish training to teach hybrid courses.
e. Provide campus-wide information on the benefits of hybrid courses.
f. Work with counselors to explain online courses to gain support.

Objective 4: Provide services to online students the same as on-campus students.

a. Promote the use of Library online services;
b. Promote the use of online Student Services;
c. Promote the use of the web for other resources including the bookstore, financial aid, and careers.

Objective 5: Research ~~how to make it possible~~ the possibly for students to attain an Associate Degree online

a. Begin research and planning to offer online those classes that are necessary for a certificate or associate degree.
b. Work with Grossmont Academic Senate to solicit input from faculty on the feasibility of offering online classes that would enable students to obtain a degree or certificate by taking those classes.
c. Work with Grossmont Academic Senate to define parameters for earning a degree online.
d. Increase cooperation between campuses to offer online those courses that are necessary for a degree.

Objective 6: Provide information to the United Faculty regarding pedagogical, quality of instruction, and other issues

Objective 7: Conduct research on student success in online and hybrid classes both locally and nationally

    a. Work with Institutional Research to develop an initial and ongoing research program to track student success in online and hybrid classes at Grossmont College and at community colleges across the nation

Year 2 (2007-2008)

Objective 1: Provide training to faculty to ensure good practices are exercised.

    a. Research and develop a certificate of achievement for instructors who have successfully completed online teaching recommendations.
    b. Implement guidelines for adding/dropping students in keeping with Admissions & Records procedures.
    c. Implement the mentor system for new online instructors.
    d. Establish an incentive for faculty to develop new online courses.
    e. Establish administrative support of a faculty distance education coordinator.

Objective 2: Provide training to students for successful online learning.

    a. Offer a course for student success in online learning.
    b. Implement a student "help" desk through the campus webpage.

Objective 3: Evaluate increased online and hybrid offerings.

    a. Implement the process developed by the Curriculum and Distance Education committees that ensures that the sound, consistent application of curriculum standards applies to all courses proposed for the online method of delivery
    b. Request statistical reports from Institutional Research.
    c. Analyze reports and report the results to Administration and Academic Senate.

Objective 4: Provide faculty input for new portal system.

    a. Request an appointment of a faculty member to serve on an advising committee that reviews the functions of the new portal system.

Objective 5: Continue improving online support services.

    a. Evaluate the use of support services by online students.
    b. Analyze the support services and make recommendations for additional services and/or improvements.

Objective 6: Continue working to make it possible for students to attain an Associate Degree by taking online classes.

    a. Report to the Academic Senate the results of the research and planning to offer courses that would allow a student to take attain a degree by taking only online classes.
    b. Continue cooperation between campuses to ensure that courses that are necessary for a certificate or associates degree will be available online

Objective 7: Continue to cooperate with United Faculty in researching and providing input on issues affecting the quality of classes taught online.

Objective 8: Develop a Plan to Improve student success in online learning

   a.   Evaluate the results of research into student success in online and hybrid classes
   b.   Draft a plan of changes to address the issues identified as a result of evaluation of research into student success in online and hybrid classes
   c.   Report to the Academic Senate the results of the research into student success and the proposed plan of action to increase student success

Objective 9: Provide technical and developmental support for faculty.

   a. Investigate the possibility of hiring a developer for online courses;
   b. Investigate the feasibility of hiring technical support staff.

Year 3 (2008-2009)

Objective 1: Provide training to faculty to ensure good practices are exercised.

   a. Consider the recognition of achievement for instructors who have successfully completed the preparation to teach online.
   b. Implement incentives for faculty to develop new online courses.
   c. Implement process to appoint a faculty distance education coordinator.

Objective 2: Provide faculty input for new portal system.

   a. Evaluate the portal system and its effective use among students and faculty.
   b. Evaluate student "help desk" functions.

Objective 3: Continue development of online and hybrid courses.

   a. Implement recommendations based on previous research.
   b. Develop on-going evaluation process for distance education.

Objective 4: Implement online offerings that would allow students to take a degree online.

   a. Work with faculty and departments to ensure that courses that are necessary for a certificate of associate degree will be available online.
   b. Obtain approval from the Academic Senate to allow departments to offer degrees online.
   c. Work with counselors and departments to establish sequential online course offerings.
   d. Continue cooperation with Cuyamaca College.

Objective 5: Provide technical and developmental support for faculty.

   a. Implement recommendations discovered through investigation of the feasibility of hiring a developer for online classes.
   b. Implement recommendations discovered through investigation of hiring a technical support staff.

Objective 6: Implement Plan to Improve student success in online learning

   a.   Take actions to implement the proposed plan to improve student success in online learning

   b.   Make plans to evaluate the changes made and continue to do research into the latest information of student success in online learning

Action Item – Attachment #2
May 17, 2006

Candidates for Academic Rank - 2006

Assistant Professor
   o Judy Dirbas

Associate Professor

- Carlos A. Contreras, Ph.D.
- Sheri Guseman
- Chris Hill, Ph.D.
- Kamala Balasubramanian
- Nancy Herzfeld-Pipkin
- David Mullen
- Victoria Howitt
- Malia E. Serrano
- Thomas Olmstead, Ph.D.

Professor
- John Oakes, Ph.D.
- Patricia Bradley
- James Wilsterman
- Gay Cox
- Joyce Sake
- Marshall A. Beach
- Jennifer Carmean