
B. Young Remarks thank you for attending the teleconference and one day we’ll try video conf. The purpose is to discuss agenda items and evaluation process this spring 2014.

Evaluations: About 6-7 years ago when DL teaching began there was a question on how to evaluate because the contract did not indicate.

H. Siegel and E. Joiner evaluated previously. Online teaching is far different from classroom teaching.

We put together evaluation items and there are 5 items. S. Nguyen on the DL committee has discussed with E. Reigadas and J. Thomas-Spiegel on these five items. The evaluation in the contract is excellent but not thorough. What are the best practices for online teaching? S. Nguyen will be evaluating all online classrooms. He will be looking for things to improve so we can make them better. Everyone is doing great teaching online but there could be improvements.

S. Nguyen: we took a list of items from colleagues and narrowed it down to five items.

1.) Promoting active student involvement, student engagement.

2.) Rigorous as well as element forms of assessment essays, group based projects.

3) Course content itself – lectures, multimedia use of primary sources, handouts, content from publisher, your own content; update text audio combination does it fall in the scope of SLO’s.

4.) Instructor availability: office hours, response in chat room, phone number, response to private messages.

5.) Compliance to state mandated laws, accommodations for SPS students.

Under Article 40 of the contract the standard evaluation. Would like everyone to know we are doing everything we can for best practices. In addition, student evaluations of instructor will also be sent out by S. Nguyen. We have set up individual email addresses for each section for all students can be sent to
its specific class email which is seen by S. Nguyen and B. Young only. Evaluations will be filed if you’d like to see them.

J. Thomas-Spiegel: Will we be notified when evaluations will be sent out so we can notify our students to check their email? B. Young: Yes, we will notify you all.

M. Reddick: How will the evaluations be handled for pace classes in other divisions? B. Young: The Pace department will be evaluated out of B. Young’s office. You can contact your division chair regarding slos.

E. Reigadas: Proposed to get a summary of the student evaluation reports so we can use that information to change the way we are teaching. B. Young: Yes, a summary will be sent to everyone.

The orientation should be mandatory for our online students and what we can do to better prepare students.

R. Shackleford: One issue, beginning of the class high enrollment then 2-3 weeks there is a big drop in enrollment due to confusion with etudes. He invites students to meet with him personally in his office to get oriented with etudes.

E. Reigadas: added she has also seen a high drop in enrollment.

R. Shackleford: Students are very sophisticated in their computer skills.

D. Humphreys: Set aside a time before the semester began for students to come in for orientation. He suggested having a student orientation on campus. We do have an online tutorial of etudes.

M. Reddick: suggested locating the Etudes tutorial in an easy to find location on the web.

D. Coffman: requires students to log in the first week or they’ll be dropped. They sometimes stay in class but don’t do any work. This could be financial aid fraud. He has taken all the lectures off the web because they weren’t buying the book.

F. Chan: similar issues… check in students that disappear.

J. Thomas-Spiegel: in my email…if you don’t do the assignment you will be dropped.

D. Humphreys: requiring a syllabus quiz in which they have to get 90% before the class is open to them.

F. Chan: has been doing that for quite a few semesters and it doesn’t work. They do some work in the couple of weeks and then disappear.

J. Thomas-Spiegel suggested looking at the other practices. Are they dropping because they are overwhelmed with the course?
B. Young: there will be a change with the new student information system in regards to enrollment. The drop and add process will be changing. The existing system will not be in place next fall 2014 and it will be very difficult to add people.

R. Shackleford: Do you think we can increase the enrollment to prevent low enrollment or failure rate.

B. Young: the purpose is to allow 60 in the class. We have a 36% attrition rate and climbs higher. Etudes classes are the most expensive we pay per student at the start of the semester.

B. Young: discussed class sizes at the aft guild the other day. We prefer online classes not to exceed 40 but on campus classes can go up to 55. Feel free to contact Thomas-Spiegel regarding that. Contract reads DL

J. Thomas-Spiegel: has collected information from other classes and they’d like to see changes so we all know what the standard is

B. Young asked Dr. Humphreys about Carnegie hours is 6%. There’s really no way to tell how many hours the instructor or student is in the classroom. That way an instructor can see if they have students participating in the class and if not they can drop them.

Discussed drop comparisons between online vs. on campus classes.

S. Heffner: We need to be careful when comparing the two.

D. Coffman: Has seen evidence of financial aid fraud. We can keep track in the activity meter.

J. Thomas Spiegel: we need to engage them in the first week.

S. Heffner: does have a required first week activity.

B. Young: thanks for the discussion and debate on that. Wants to discuss an orientation of 4 hours on campus for DL students and online orientation for 1st year students. We would like instructors to volunteer to look for first year students. We could have a cohort of maybe 50 online students so we can rate them. With the new student initiative from Sacramento we should make the orientation mandatory.

Humphreys: if it’s mandatory, does it carry units? This could be a big problem.

B. Young: was looking at non-credit Pilot program ancillary pay for two people to plan. We are trying to improve student success.

B. Young: D. Weber who is not a computer savvy instructor and does not use turnitin.com found something copied directly from Wikipedia.

When you find cases of plagiarism let young know and once you notify the student in writing and forward the students response to b. young and he will forward to students services to keep on file. This
way they can see how many times the student has plagiarized that way the college can handle accordingly.

J. Thomas-Spiegel: uses turnitin.com and points out to student’s minor plagiarism issues. At what point do we report plagiarism issues?

B. Young: Report issues that are fully plagiarized not just small issues.

**Best practices:** Likes D. Humphreys weekly cc confer for students.

Humphreys: suggested having it closed captioned and archive it so students can go back to it. You can use it for office hours. Works out well for student conferences as well.

B. Young: there is a positive response for that. Through cc confer it is free and you can also use video.

E. Reigadas: has anybody used Google hangouts? Spiegel and Nguyen have used it for review and study sessions. A little bit limited but it does broadcast and is archived. Sometimes cc confer requires downloading software which Google only requires a Gmail account.

B. Young: those are some good options and real good way to communicate with the students.

J. Thomas-Spiegel: likes the idea of live sessions to help them through rough assignments. Found it very interesting because she had to do it multiple times.

D. Humphreys: Helping to avoid purchased papers. You require them to use two instances in the paper where they cite the textbook that way they can’t buy a paper. We’ll try this in the spring.

**Support needed from the college:**

B. Young: is there something specific that I can help you with?

M. Reddick: request to have counselors inform students of the etudes requirement in online classes. Too many students coming to classes finding etudes a big surprise.

B. Young will take care of that tomorrow in division council.

J. Thomas-Spiegel: Maybe this needs to be shared with the information desk as well. Suggested someone like S. Nguyen discussing this concern in the counseling meeting.

**Ideas and suggestions for changes in our contract:** Thomas-Spiegel represents AFT please contact her with your suggestions.

Reminder of the division holiday luncheon on December 11th at 1:00pm.

B. Young: We will likely not add any classes right now due to the budget. Working hard to make sure our online degrees are fully staffed and the courses in our IGETC pathway are offered.

Adjourned 5:20pm