Riverside City College
Academic & Career/ Technical Programs
Instructional Support Services (ACTPIS)
May 17, 2018 Meeting Minutes
Heritage Room, 12:50pm – 1:50pm

Members present: S. Brewster, K. DiMemmo, C. Farrar, A. Fawson, J. Gardner, T. Huff, C. Ishihara, J. Knieriem, J. Leung, J. Mowrey, Ron Pardee, R. Ruiz, and V. Sandoval

Guests present: S. Acharya, M. Sellick, K. Woods

I. **Call to Order –** 12:55 pm

II. **Approval of the Agenda –** *Motion by Brewster, seconded by Mowry. Approved by consensus.*

III. **Approval of Minutes 05/15/18 –** *Motion by Brewster, seconded by Gardner, approved by consensus*

IV. **New Business**

    a. Election of New ACTPIS Faculty Co-Chair – Academic Senate will ratify the division elections
        i. Elections are held in Spring for the Fall
        ii. Juliana Leung is elected faculty chair for ACTPIS unanimously
    b. End of Year Summary
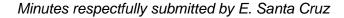   i. The summary will be written by chairs and submitted to EPOC and posted to the ACTPIS webpage

V. **Ongoing Business**

    a. Accreditation update – ACCJC sponsored retreat in Ontario in May 2, 2018
        i. When selecting evidence, select the best evidence, not all the evidence
        ii. Evidence should be district-wide; when possible
        iii. As gaps are identified, plan & remediate
        iv. Equity needs to be the focus
        v. Need brown bag sessions where students and staff can participate
    b. Revisions and Approval to Constitution & Bylaws –
        i. Operational Responsibility #4 should be changed to:
        Monitor the assessment of academic~~, career & technical, college, and basic skills educational~~ programs;
        ii. Motion to approve revisions to the Strategic & Operational responsibilities by Brewster, seconded by Mowry. Motion passed unanimously

    c. Committee Reports
        i. Curriculum – James Knieriem – no report

            • Kathleen Sell – a representative is needed to represent ACTPIS; Mark Sellick will find a curriculum committee representative to attend ACTPIS in the fall.
        ii. Enrollment Management - James Knieriem – enrollments are less than the projected FTES but we will be closer to the target. It is projected now to be 150 below target for the year.

- Discussion in regards to new funding model, EM plan, and space utilization

Motion to extend meeting m/s/c: Brewster/Ruiz

     iii. Education Master Plan – Juliana Leung – no report

- ACTPIS chairs will revisit

     iv. Academic Standards – Jeanie Gardner – this is not an active committee

     v. Distance Education – Steve Brewster – handout provided (attached)

     vi. Guided Pathways – Tonya Huff – handout provided (attached)

     vii. Departmental Leadership – Mark Sanchez – no report

     viii. Integrated Academic Support – no report

     ix. College Readiness – Surekha Acharya – Juliana has attended this committee and there are concerns regarding AB705.

VI. Adjournment: 2:02 pm

Minutes respectfully submitted by E. Santa Cruz

RCCD's Distance Education Conference:
The Changing Face of Online Learning: New Technology and the OER Movement
Friday, 20 April 2018 – Digital Library Auditorium – 8am-4:30pm

Report by Steve Brewster for RCC Library Department

- During our meeting I'll pass around the Conference Folder that includes the Conference Schedule and the brochure with short biographical information about the Conference Presenters.

- RCCD's Distance Education [Open Campus] Director Rolando Regino moderated the conference throughout the day.

- Chancellor Isaac welcomed the conference, speaking 15 minutes or so about:

  o The importance of each California community college's continuing to improve its distance education program –

  o With this especially so because of the Governor's push for a "California Online Community College" – another effort, along with the California Virtual Campus (see: https://cvc.edu) of the California Community Colleges Chancellor's Office Online Education Initiative (see:) — see:

    ▪ California Online Community College

      • these LA TIMES and SACRMENTO BEE articles: http://www.latimes.com/local/education/la-me-online-community-college-20170110-story.html and http://www.sacbee.com/news/politics-government/capitol-alert/article194017099.html;

      • then the California Federation of Teachers response to the Governor's proposal: http://cft.org/footer-take-action/243-news-publications/newsletters/cal-teacher/california-teacher,-nov-dec-2017/1534-an-open-letter%E2%80%A6cft-rejects-fully-online-college-proposal.html

    ▪ California Virtual Campus @ https://cvc.edu

    ▪ California Community Colleges Chancellor's Office / Distance Education @ http://extranet.cccco.edu/Divisions/AcademicAffairs/EducationalProgramsandProfessionalDevelopment/DistanceEducation.aspx

      • Online Education Initiative @ http://ccconlineed.org/

- **OPENING PLENARY SESSION – 8:50-10:15 (see agenda for the six speakers) – Main takeaways:**

  o Interesting and encouraging to hear from these quite knowledgeable leaders in distance education at their respective sister California community colleges

  o Especially their efforts to inform faculty, seek greater buy-in from them, and provide various kinds of ongoing training for faculty toward improving their distance education offerings.

    ▪ Fresno City College [FCC] : Jodie Steeley, Director of Distance Education & Instructional Technology, highlighted points of FCC Distance Education progress and success over the past two years – with, for example:

      • Of the 30,000 students/16,000 FTE at FCC, 26% of these taking distance education courses, and the DE course success rate is 4% greater than the average success rate for online courses in California community colleges [per this "success rate" – see http://www.ppic.org/press-release/online-courses-in-community-colleges-see-major-growth-but-student-success-rates-lag/ - although it's dated September 2014].

      • FCC Distance Education's extensive/intensive faculty AND student training in how to do, how to take online courses, etc.

      • See these FCC Distance Education / Online Learning websites:

        o Distance Education Office @ http://www.fresnocitycollege.edu/faculty-and-staff/administrative-offices/distance-education.html

        o Online Learning / Fresno City College @ http://www.fresnocitycollege.edu/academics/online-learning/index.html

    ▪ Reedley College: Amanda Traintor, Faculty Coordinator, Instructional Design and Distance Education (but wears other hats too!), at Reedley College (one of the State Center Community College District colleges – along with Fresno City College and Clovis Community College, then the Madera Community College Center and Oakhurst Community College Center) highlighted the enormous benefit OERs has been to Reedley College students – given that 30% of the population in the Reedley College service area is below the poverty level [per the U.S. Department of Health and Human Services, an annual income of $24,600 or less for a family of four),

with 80% of the Reedley students classified as "low income students" – and in other ways enthused about OERs, for example:

- Defined as "now cost, open license" educational materials, modules, software – and with the invitation to: Take It, Use It, Modify It!
- Benefits: For Students – Offers Affordability & Access; For Faculty – Invigorates Pedagogy; For A College: Improves Student Support and Success (persistence, etc.).

  ■ UCR: Sheryl Hathaway, Associate Director, Academic Engagement – Information Technology Solutions, highlighted UCR's extensive/intensive faculty training efforts as well, and not only related to online teaching/distance education, but conventional course pedagogical methods and approaches as well.

  - See this UCR website @ http://engage.ucr.edu
  - And from there the link to the Online Learning Consortium website @ https://onlinelearningconsortium.org – then noting its line of links along the bottom of this OLC homepage, including Attend, Learn, Read, Connect.

  o Notable too: Several of the colleges represented by these six speakers have full-time or nearly full-time "online course designers" to help faculty deliver the curricular, course content for which faculty are responsible in the most appealing and effective ways online.

- **BREAK-OUT SESSSION 1 – 10:30-11:45**
  o Linda attended – the panel with students' discussing their experience with OERs – or at least with online course materials
  o Steve attended – Follett's presentation (a) about their bookstore operation and services – with RCC's new FOLLETT BOOKSTORE SERICES to be available starting Monday, 5/7; and (b) about Follett's INSTANCT ACCESS PROGRAM – and so, their commitment to facilitating access to OERs (or at least cost-sensitive/cost-reasonable online course materials) – see:
    ■ Follett's website overall @ https://www.follett.com/
    ■ Then Follett's Higher Education services website @ https://www.follett.com/HIGHER-ED
    ■ Then from the above and especially their four Campus Tech Solutions: BryteWave (Follett's digital reader software for accessing Follett's digital course materials), Faculty Discover, Student Discover, and includED – links to which are on the above webpage.
    ■ Follett's partnership (since April 2017) with LUMEN LEARNING – an OER course provider/vendor; see:
      - https://www.follett.com/lumen/
      - https://www.lumenlearning.com/

- **BREAK-OUT SESSION 2 – 1:15-2:15**
  o Steve attended – Beginning & Advanced CANVAS Training / Focus on:
    ■ Using CANVAS tools for creating active learning and assessment activities.
    ■ Presented by Katie Datco, Pasadena City College

- **BREAK-OUT SESSION 3 – 2:30-3:30**
  o Steve attended – Beginning & Advanced CANVAS Training/ Focus on:
    ■ IORAD – an "online tutorial creation" system – see: https://www.iorad.com/ — and with utility for more than just within CANVAS.
    ■ Presented by Diana Friedman, Adjunct CIS Faculty at Norco College

Guided Pathways from Tonya Huff

Here is a short summary of info from the most recent Guided Pathways meeting:

- The first chunk of Pathways funding has been received and much of the meeting was spent discussing how we should distribute that funding during continued implementation of the Pathways program. After hearing about how other schools are handling this process, the consensus seemed to be that RCC needs either a full-time Guided Pathways Coordinator or two half-time Coordinators (depending on willingness of individuals who might take on this job). Additionally, it was concluded that we likely need 4-5 part-time coordinators from the disciplines / clusters to help with implementation. We discussed the idea of combining that responsibility with the already-existing Faculty Advisor Coordinator position so that all of the Pathways concepts are truly integrated into the various programs. We did not come to an official decision but the group seemed to agree on the above plan and Susan Mills will likely continue the discussion with administration.

- Many program maps have been received but there are still quite a few that have not and there seems to be some confusion / lack of knowledge across campus about what this "Pathways" idea is and how it will be implemented. Many are apparently viewing it as just another program rather than a real change in the structure and how things are done at RCC. We discussed the fact that we need continued efforts toward education and communication about the program on campus.

- Academic clusters have been approved and sent to EPOC for final approval. Some work has begun on creating graphics for each cluster that will eventually be used on the website, on printed materials, etc. We looked at two versions of the graphics and overwhelmingly voted for one version of the designs so Carol was going to move those forward.