

Distance Education Committee Agenda
June 1, 2009
3:30 in Room 203

Consent Agenda

1. Minutes of the May 4, 2009 and the May 18, 2009 meetings

Reports/Updates

1. Tech Camp 2009 Update
2. Etudes Internship Update
3. Other

Action Items

1. Evaluation of Online or Hybrid Courses

Discussion/Information Items

1. Evaluation of Online or Hybrid Faculty
2. Course Load for DE Instructors
3. Stipend for Developing DE Courses
4. DE Drop Policy
5. Right of First Refusal
6. Other

Evaluation of Online or Hybrid Courses

When a unit member teaches a course as hybrid or online for his or her first time, the Distance Education Coordinator—in conjunction with the Dean of Instruction and the unit member's division chair—will complete the Distance Education Course Review. The goal of this review is to ensure that the online materials for this course are similar in scope, quality, and requirements to the same courses taught in a traditional format. This evaluation must take place during the semester prior to the one in which the course is first offered and before the schedule is generated by the Office of Instruction. The unit member cannot offer the course unless given a satisfactory review.

As well, prior to offering the hybrid or online course for the first time, the Distance Education Coordinator will work with the DSPS specialist to complete the Distance Education Accessibility Review to ensure that the course materials are Section 508 compliant. If accessibility issues are identified, then the unit member will work with the Distance Education Coordinator and the DSPS specialist to rectify these problems prior to offering the class for the first time.

The Distance Education Office may elect to formally review the same version of the unit member's online course(s) no more than once per academic year. These formal reviews have the same notification requirements as used for an in class observation of a traditional class.

Evaluation of Online or Hybrid Faculty

The goal of the online course evaluation process is to ensure that the online courses being taught are similar in scope, quality, and requirements to the same courses taught in a traditional format. Further, the evaluation is meant to develop the skills of online instructors and for the methods, techniques, and best practices in online instruction to be shared among peer faculty members. To that end, the online evaluation process is designed primarily to review and improve the online course delivery and content.

However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation shall be used by the evaluation team as part of the peer review of teaching in the contract, regular or tenure review facets of faculty evaluation.

Further, the evaluation is meant to develop the skills of online instructors and for the methods, techniques, and best practices in online instruction to be shared among peer faculty members. To that end, the online evaluation process is designed primarily to review and improve the online course delivery and content.

The Distance Education Office may elect to formally review the same version of the unit member's online course(s) no more than once per academic year. These formal reviews have the same notification requirements as used for an in class observation of a traditional class.

District administrative officers have the same rights to informal review of online instruction as they possess for traditionally delivered instruction.