

DISTRIBUTED EDUCATION & INSTRUCTIONAL TECHNOLOGY COMMITTEE

June 9, 2006

Boardrooms

Present: Ann Adams, Lori Rowton, Diane Watson, Linda Carroll, Mike Holland, Alan Heywood, Parker Swanson, Lynn Bain, Beth Camp, and Marcy Shanks.

Welcome and Introductions (Parker Swanson) Parker opened the meeting by leading introductions of committee members, and asked if there were any questions before moving on to subcommittee reports.

DEIT Subcommittee Reports:

□ **Technology Infrastructure (Tech Fee)** (Alan Heywood). Alan reports that the Tech Fee subcommittee met once each quarter to review the status of the budget, to prioritize and allocate instructional classroom and distributed resources funded by LBCC's technology fees. This was a very busy year with several new installations as well as upgrades to classroom technologies. Initial efforts during the summer and fall terms were for the installation of 23 classroom multimedia stations including 13 in the North Santiam Hall. Multimedia stations were installed in IA-207, IA201A, BC104, BC105, BC206, BC234, BC244, LM 115, and LM116. During Winter/Spring terms the efforts of the Media department were focused on equipment replacement and upgrades to classroom technologies. The Forum system equipment was installed and operational for Fall Term. He also noted that wireless nodes continue to be upgraded and installed throughout the campus, providing access.

The committee received a total of 28 requests for funding, 3 for the current fiscal year and 25 for 2006-2007. One request for an IP system was tabled for further documentation, and one request was denied as not meeting the Tech Fee criteria.

The 2006-2007 proposals include multimedia installations or mobile carts for 6 classrooms, as well as replacements for 10 workstations, 8 laptops, and 20 video projectors as per our 4 year lifecycle replacement schedule. Approved projects included requests for new sound systems in the Commons and the Activity Center. Also included is the continuation of the license for the Blackboard Course management system for online courses. There were 100 full online classes offered this year with an additional 70 courses currently using this system as supplemental to face-to-face classes. . More than 2500 students enrolled in online courses this year, with an untold number using Blackboard as supplementary to their face-to-face classes. The number of classes offered online and student enrollment continues to grow each year, with a new record number for 2005-2006.

Funds were also allocated to replace the aging media equipment inventory, as part of an obsolescence and depreciation program. Funding was also provided to continue with the wireless node project, as well as the renewal of the annual Oracle software license. Budgeted expenditures approved for 2006-2007 are estimated at \$351,767. From an infrastructure standpoint we gained control of the Public Access TV channel in Albany and began broadcasting LBCC information on Channel 28 24/7 in January, at no cost to the college.

□ **Training Subcommittee** (Ann Adams). Ann reports that the training committee continues to institutionalize technical training this year through the Teaching and Learning Calendar (TLC) and the "Tech-Tips" email. The subcommittee did not try to do a special in-service technology day although several activities were offered during both fall and spring days.

- ❑ **Web Presence** In Marlene's absence, Ann reported that there has been substantial progress with the outlining and developing of the framework for the Farcy Project. She noted that the whole idea of this project is to put "the management" of instructor pages content, back into the individual department's hands.
- ❑ **Student Services** (Diane Watson). Diane gave a quick overview of the Student Services Committee's new 4 year action plan. She highlighted a couple of benchmarks they have been working on, including raising awareness to students about the consequences of defaulting on student loans. Because the default rate has been going up, the subcommittee worked to implement web based Debt Management, Default Prevention measures to assist students. She also noted that the revision of ODS (Office of Disability Services) forms by making them fillable and able to be submitted from the web, has now been integrated into a new ODS database. A full summary of this subcommittee report will be available in the paperless office.
- ❑ **Technology Initiatives** (Alan Heywood). Alan reports that the committee met 5 times this year. While the initial focus was on the continuing effort to develop an e-learning strategic plan, the committee also spent significant time providing input on the accreditation standard 2.6 report. The committee reviewed a report, "Evidence of Quality in distance Education Programs Drawn from Interviews with the Accreditation Community", along with the Standard 2.6 report, and provided suggestions for the overall final report. In addition, several meetings were devoted to discussing the new appraisal instrument for online distance instructors; this was an item on their agenda from last year. A joint meeting was held with members of the Appraisal Committee to discuss concerns of several members of the Initiatives Committee regarding the overall design and purpose of the appraisal instrument. The discussion resulted in a clearer understanding of the appraisal instrument.

One of the committees focuses was on assessment and quality of distance courses. The committee discussed a program called "Quality Matters", a nationally recognized rubric system used for peer review of distance course design. Lane, Chemeketa and Umpqua community colleges recently received grants to implement this system at their respective schools. The committee will be working to see if we can partner with one of these schools and develop a workshop for our faculty this next year. Following up on last year's efforts, Alan reports that an e-Learning planning document was developed that considered the current state of e-Learning at LBCC; Internal Trends; Current e-Learning technologies; External Trends; Emerging Technologies; some Guiding Principles; Planning Assumptions, and the development of an Action Plan that focuses on providing greater access for students to online courses, programs, certificates, and degrees.

Beth Camp asked if someone could get a report on what DEIT grants are being considered, and have been approved. Lori Rowton is going to follow-up with Vickie Keith to obtain this information. The meeting was adjourned after Parker Swanson accepted the position as chair of this committee for the next year.

NEXT MEETING: Next Meeting: Fall Term