

Location: Los Rios District Office  
February 3<sup>rd</sup>, 2015, 3:00-5:00

## AGENDA

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| <b>Preliminaries</b><br>10 Minutes                  | <ol style="list-style-type: none"> <li>1. Call to Order <ul style="list-style-type: none"> <li>• Approval of the Agenda</li> <li>• Announcements</li> <li>• Approval of the December 2<sup>nd</sup> minutes</li> <li>• Public Comment Period (3 minutes per speaker)</li> <li>• Introduction of Guests</li> </ul> </li> </ol>  |
| <b>Decision Items</b><br>15 minutes<br>(per item)   | <ol style="list-style-type: none"> <li>2. February 17<sup>th</sup> DAS meeting</li> <li>3. <i>Common Assessment Practices Workgroup Report</i><br/><a href="http://goo.gl/fm7b9k">http://goo.gl/fm7b9k</a> (Second Reading)</li> <li>4. Regulation 7145 (First Reading) <ol style="list-style-type: none"> <li>a. Supporting Document #1: <i>Draft Language</i></li> <li>b. Supporting Document #2: <i>DO IT Data on non-D2L Sections</i></li> </ol> </li> </ol> |
| <b>Discussion Items</b><br>30 minutes<br>(per item) | <ol style="list-style-type: none"> <li>5. AVC hiring process interests (Zuercher &amp; Snowden)</li> <li>6. District Food Services RFP Committee</li> <li>7. Senate Interests in D.O. technology committee structures</li> <li>8. Items from College Senates &amp; District for DAS consideration.</li> </ol>  |
| <b>Reports</b><br>5 Minutes<br>(per Report)         | <ol style="list-style-type: none"> <li>9. Meeting with Vice-Chancellor Lorimer</li> <li>10. DCCC Report (Corbin)</li> <li>11. District Matriculation (Degn)</li> <li>12. Ed Tech (Beyrer)</li> <li>13. ASCCC (Crump &amp; Braden)</li> <li>14. LRCFT (Perrone)</li> </ol>  |

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| <b>Future Events</b> | <ol style="list-style-type: none"> <li>1. Los Rios Board of Trustees Meeting, February 11<sup>th</sup></li> <li>2. DAS Meeting, February 17<sup>th</sup>, 3:00-5:00</li> </ol> |
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| <b>Future Agenda Items</b> | <ol style="list-style-type: none"> <li>1. Forming a task force on Academic and Professional Email Expectations</li> <li>2. Academic and Professional issues surrounding Publisher Course Packs</li> <li>3. Faculty Hiring Manual—substantive review</li> <li>4. Distance Education Ed. Plan for District</li> <li>5. Student Success and Support Program Assessment group</li> </ol> |
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### California Title V §53200 “10+1”

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation process.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

**Item 2: Supporting Document #1: Draft Regulation Language**

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**1.0 Course Schedules**

- 1.1 Online, hybrid, and interactive television courses shall be identified in the class schedule. Information about how and where students can get assistance with distance education courses shall be published in the Los Rios Community College District Catalogs and be made readily available on the Colleges' websites.

**2.0 Access for Students with Disabilities**

- 2.1 The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and the California Government Code, section 11135 all require that accessibility for persons with disabilities be provided in the development, procurement, maintenance, or use of electronic or information technology by a community college district using any source of state funds. The Los Rios Community College District and each of its Colleges shall follow all accessibility requirements in all distance education courses from the time separate approval is granted through the development and implementation of all distance education programs.

**3.0 Student Authentication**

- 3.1 At a minimum, to ensure that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit, the College shall use one or more of the following methods to authenticate or verify a student's identity:
- 3.1.1 a secure login and pass code;
  - 3.1.2 a proctored exam;
  - 3.1.3 the student ID and password authentication into the District's course management system;
  - 3.1.4 a mandatory check-in and identity challenge process for all hybrid and fully online courses;
  - 3.1.5 faculty use of an authorized platform for course delivery;
  - ~~3.1.6 as they become available and widely accepted, new identification technologies and practices that ensure that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit.~~

**4.0 District-wide Learning Management System Platform(s)**

- 4.1 The District shall provide the Colleges with at least one approved district-wide learning management system platform for all online course sections and the online portions of hybrid course sections. The platform(s) shall allow the Colleges to meet the following federal, state, and accreditation requirements: access for students with disabilities, student authentication, college

administrative oversight of the courses being taught, tools for regular substantive and effective faculty initiated contact with students, and FERPA protections for student data. The District shall be responsible for maintaining the approved platform and ensuring system patches and updates are applied in a timely fashion.

- 4.1.1 The district-wide learning management system platform shall be recommended by ~~an Education Technology Committee~~ a learning management system -work group that includes representatives from the Education Technology Committee, College Academic Senates, LRCFT, College Administrations, and the District Information Technology Department.
- 4.1.2 Proposals for major district-wide learning management system platform upgrades or full replacement shall be recommended by ~~an Education Technology Committee~~ the learning management system work group with representatives from the same constituencies as participated in the initial platform selection.
- 4.1.3 Any College may apply to the ~~Educational Technology Committee~~ learning management system work group to recommend additional district-wide learning management system platforms. The work group shall have representatives from the same constituencies as identified in 4.1.1.

5.0 The Colleges shall provide distance education professional development support to faculty teaching or preparing to teach in distance education modalities. Professional development offerings will be designed to provide faculty with knowledge of effective distance education teaching practices, including how to meet federal, state, and accreditation distance education requirements.

## 6.0 State Authorization

- 6.1 For those students who reside out of state and take distance education courses at the Colleges, the College shall:
  - 6.1.1 identify students who reside outside of California and who are taking only online courses; and
  - 6.1.2 contact those state agencies or state approved consortia that handle authorization to practice and determine what the College or District will need to do to serve non-resident students in online courses; and
  - 6.1.3 establish agreements with appropriate states or state approved consortia, or, where infeasible to obtain authorization to provide instruction in that state, cease offering instruction to the student in the foreign state.

## 7.0 Reporting Requirements

- 7.1 For distance education courses conducted using the district-wide learning management system platform, the District shall:

- 7.1.1 maintain records and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education;
- 7.1.2 report required data to the State Chancellors Office and various regulating agencies respecting their definitions of distance education;
- 7.1.3 provide to the Los Rios Community College District Board of Trustees a report on all distance education activity at least every two years.

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LRCCD

Board Policy:

P-7145

DRAFT 1/8/26/15

**Item 2: Supporting Document #2: DO IT Data on non-D2L Sections**

LRCCD Column Labels					
ONLINE COURSES					
Fall 2014					
In D2L?	ARC	CRC	FLC	SCC	Fall 2014 Total
<b>HYBRID</b>	<b>48</b>	<b>36</b>	<b>19</b>	<b>53</b>	<b>156</b>
N	12	4	7	1	24
Y	36	32	12	52	132
<b>ONLINE</b>	<b>502</b>	<b>243</b>	<b>118</b>	<b>210</b>	<b>1073</b>
N	186	2		18	206
Y	316	241	118	192	867
<b>Grand Total</b>	<b>550</b>	<b>279</b>	<b>137</b>	<b>263</b>	<b>1229</b>

Combining hybrid and online courses:

- ARC has 198 of their 550 sections not in D2L (36%).
- CRC has 6 of their 279 sections not in D2L (2%).
- FLC has 7 of its 137 sections not in D2L (5%).
- SCC has 19 of its 263 sections not in D2L (7%).
- Los Rios colleges have 230 of their 1,229 sections not in D2L (19%).