



COLLEGE OF  
MARIN



DE@COM

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## Three-Year Development Plan

There is a three-year plan to develop Distance Education (DE) at the College of Marin. The plan has two intended outcomes: to increase our online course offerings and to improve our rate of student success in DE courses. *College of Marin Strategic Plan 2009-2012*; Strategic Objective 1.2.

## Accreditation 2010

As Distance Ed develops at COM and we seek to improve student success, we need to be especially attentive to streamlining procedures, formalizing policies, and managing growth. ACCJC WASC standards for Distance Education are available, and they are especially important as COM prepares for its future.

According to ACCJC, its "manual contains information that will assist member institutions as they plan and evaluate distance education and correspondence education programs. It also provides team members with information that aids in the evaluation of these programs. The Commission Policy on Distance Education and Correspondence Education is included."

"Distance Education & Correspondence Education Manual," A Publication of the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges, August 2009: <http://www.accjc.org/publications.htm>.

If you would like to see what COM has prepared for the Accreditation Team's comprehensive visit scheduled for October 25-28, 2010, please scroll down to the middle of the [Institutional Planning & Research](#) web page.

## Click Clack from COM DE Students

Yuri Panchenko, a software consultant for the US Department of Defense, recently completed a COM distance education course as part of his plan to return to UC Berkeley to complete his BA degree in Pure Mathematics.

He offers these words about his online learning experience: "I was a 100% certified organic DE student at COM: 128 miles of physical distance would not allow me to utilize the instructor's on-campus office hours. At the outset, I had mixed feelings about the medium, but after a week of actively familiarizing myself with the online delivery system and getting to know my virtual peers via online introductions, I no longer felt like a fish out of water.

Since many students learn new material differently, most of the assignments could be found in a variety of places and alternate formats. The challenge lay in making sure I completed all of the requirements. This, however, was made a lot easier because of the instructor's weekly emails, outlining all the assignments for the week and providing guidance about how to approach them. In sum, many elements contributed to the success of the class, including the availability of sample documents, the diversity of study materials, and the weekly snippets in the Humor Folder; but more than anything, it was the instructor's warm and nurturing e-presence that provided the binding glue. For me, knowing that my instructor believes in me and wants me to succeed is very important; and without this intangible element, I would not have been as successful a DE student."

## Notes for COM Instructors

### New Library Services for DE Students

The [College of Marin Library](#) is pleased to support our Distance Education students by providing remote reference services via email. John Erdmann is serving as the Distance Education Librarian this semester. You may contact John at [jerdmann@mycom.marin.edu](mailto:jerdmann@mycom.marin.edu). He will strive to reply to all reference inquiries submitted between Sunday and Thursday within 24 hours.

Students are encouraged to consult with a reference librarian for advice in planning their research and to learn what library services might be useful to them. The reference librarian can answer short, factual questions, and provide guidance on research strategies and library resources. For assistance, please call the on-duty reference librarian at 485-9475. The Reference Desk is staffed from 9:00 to 9:00 Mondays–Thursdays, and Fridays from 9:00 a.m. to 4:00 p.m.

### Academic Senate Approves NEW DE Committee

The Academic Senate approved the formation of a Distance Education Committee as a subcommittee of the Academic Senate. This committee will oversee the development and implementation of distance education offerings at College of Marin. We are looking for at least 8 volunteer faculty appointed by the Academic Senate from various disciplines who presently offer distance education classes including Math, the Sciences, Health Education, English, Philosophy, Business/Business Office Systems or Computer Information Systems, Modern Languages, and Multimedia Studies; additionally, one faculty member with curriculum expertise, a counselor, and someone from DSPS. For information on the committee and its charge, or if you are interested in being considered for this committee, please contact Sara McKinnon: [sara.mckinnon@marin.edu](mailto:sara.mckinnon@marin.edu).

### ADA Compliance Check Required

If you have not done so already, it is time to contact Alternative Media Specialist, Bobby Bradford (7551), to ensure that your course is compliant with the legal accessibility requirements of the Americans with Disabilities Act (ADA): [bobby.bradford@marin.edu](mailto:bobby.bradford@marin.edu).

### DE Course Information Needed

The Spring 2011 Class Schedule is in the works. Distance Ed courses will be listed by title, course number, and instructor's name, as they were in the Fall 2010 Schedule. Students will be advised to go to the department sections for course descriptions and to go to the Distance Education web page for instructions about notifying their DE instructors of their registration. More detailed information will be available to prospective DE students at the Distance Education web page's [Online Courses section](#).

It is time to send Nancy Kutcher, Media Center Specialist, (415) 485-9645, [nancy.kutcher@marin.edu](mailto:nancy.kutcher@marin.edu), your course information for Spring 2011. It is most helpful to our students if you provide as much information as possible about your course beforehand, so students can determine if they are suitable candidates for online learning. Some students have the perception that DE courses will be easier, but it is our job to advise them about what successful DE students already know: online students need to be self-motivated with solid time management skills, they to be able to communicate through writing, and they need access to reliable technology.

### Best Practices– Welcome Information

We are striving for greater consistency in the information DE instructors provide to students on the Online Courses section of the web page. So why not take a look at what your colleagues have posted, and see if you might enhance what you offer? With little modification, you might even be able to provide your course syllabus to students. It is a best practice to at least include the following pieces of information:

- **your email address**
- **notification of any mandatory course meetings on-campus or online**
- **wait listing and adding procedures for courses in high demand**
- **any participation requirements for your course**
- **when students must log on by to secure their spot in your course**

Providing such information encourages students to register for DE courses once they have the time and technology to successfully pursue them, as well as cuts down on no-shows. In other words, we can bolster our DE students' success rates by providing them with clear course and contact instructions from the get go.

## Bb Training @ COM

Is there something about Blackboard that confuses or confounds you? If so, why not suggest a training topic? Ali Klinger offers Bb training on Friday afternoons throughout the semester. By keeping the training limited to a few people at a time, Ali can share a brief training module with the group, as well as provide some one-on-one customized support. Stay tuned to November's DE@COM for details about training on Nov. 12, from 1:00 p.m. to 3:00 p.m. Please RSVP for location.

**To RSVP or suggest a training topic for a Friday training, please email [alisa.klinger@marin.edu](mailto:alisa.klinger@marin.edu).**

If you are new to Blackboard, please request a demo shell from Steve Dodson (7473) before attending trainings, and be sure to bring your Blackboard log on information with you: [steve.dodson@marin.edu](mailto:steve.dodson@marin.edu).

## Fostering Social Presence

**Friday, October 1, from 1:00 p.m. to 3:00 p.m. Please RSVP for location.**

This session focuses on taking the distance out of distance ed, by creating the kinds of social presence in your online courses that foster student engagement and success regardless of your CMS (course management system).

## Wielding Web 2.0 Tools

**Friday, October 22, from 1:00 p.m. to 3:00 p.m. Please RSVP for location.**

Are your DE courses text-heavy, relying mostly on writing to present information and passive viewing for student engagement? Would you like to discover effective ways to add audio and visual content to your online courses to facilitate information-sharing, interactivity, and collaboration? This training is an introduction to some intriguing possibilities for incorporating Web 2.0 tools into Blackboard. If you and your students are already using Web 2.0 tools in your online classes, come share your technology and talents with your DE colleagues.

## Teaching Online Q & A

**Friday, October 29, from 1:00 p.m. to 3:00 p.m. Please RSVP for location.**

This session is dedicated to responding to specific questions about online instruction regardless of CMS (course management system). Come prepared with your questions about existing courses or courses you might want to create. We will discuss how to conceive and design a social, participatory online course, focusing particularly on online teaching rather than on technology.

## Seeking More Comprehensive Training?

- “The @ONE Project makes it easy for California Community College faculty and staff to learn about technology that will enhance student learning and success. @ONE's programs provide training, online resources and research for free – or at a very low cost – thanks to funding from the California Community College Chancellor's Office Telecommunication and Technology Infrastructure Program (TTIP)”
- [Upcoming Desktop Seminars and Online Courses](#)

## Beyond Blackboard

COM's license with Blackboard expires at the end of the Spring 2011 semester, so what comes next is currently under consideration. Many community colleges and universities, including City College of San Francisco, Peralta Community College, Chaffey College, Dominican University, Sonoma State University, and Humboldt State University, have recently migrated from Blackboard to Moodle because of its ease of use and affordability. You can learn more [about Moodle here](#). You might also be interested in Kathy Munoz and Joan Van Duzer's 2005 publication, “[Blackboard vs. Moodle: A Comparison of Satisfaction with Online Teaching and Learning Tools](#).”

Joan Van Duzer is currently teaching instructors how to use Moodle in a series of courses offered by @ONE. Since it is quite likely that COM will migrate to Moodle, consider registering for Joan's upcoming introductory class to learn how Moodle works. Ali Klinger is already registered in the course and in the subsequent one in the sequence, so she can work with a COM cohort, as needed. The Vice President of Student Learning, Nick Chang, is committed to funding this training. Be sure to keep your registration confirmation and payment receipt for reimbursement of the \$55 fee.

### Introduction to Teaching with Moodle with *Joan Van Duzer*

**Mon. 10/04/2010 – 8:00 a.m. – Fri. 10/29/2010 – 5:00 p.m. (Pacific Time)**

“Are you ready to become a Moodler? Moodle is an easy-to-use, open source, course management system for online, hybrid, or face-to-face classes. In this course you'll learn how to enter a Moodle course shell and organize and present content—including graphics—all without needing to know HTML! You'll discover handy tools for site, course, and student management functions, as well as tools for creating quizzes, assignments with due dates, grades, and interactive forums. You'll not only finish the course with a working knowledge of Moodle, you'll also walk away with the foundation for your own online course.”

### More about Moodle with *Joan Van Duzer*

**Mon. 11/01/2010 – 8:00am – Fri. 12/03/2010 – 5:00pm (Pacific Time)**

“The ‘Introduction to Teaching with Moodle’ course introduced a variety of Moodle tools. However, there is much more to this flexible open source program! Are you curious about what else is ‘out there?’ Are you ready to learn ‘More About Moodle?’ This is a hands-on course where students learn more about Moodle's capabilities in a highly interactive environment.”

### Conference & Publication Calls

- [Submit your proposal to present at eLearning 2011](#) via the conference website by Oct. 8, 2010. eLearning 2011 will be held Feb. 19–21, 2011, at the Trade Winds Island Grand Resort, St. Pete Beach, Florida.
- [Soaring To New Heights](#), Computer Using Educators, Nov. 5–6, 2010, Napa Valley.
- [The MERLOT Journal of Online Learning and Teaching \(JOLT\)](#) is now seeking manuscripts for its Spring 2011 issue. To be considered, manuscripts must be submitted by Nov. 15, 2010.
- [Learning Technologies: Yesterday, Today, Tomorrow](#), Annual Conference and Silver Anniversary, Directors of Educational Technology in California Higher Education, Nov. 30 – Dec. 3, 2010, San Diego.
- [“CUE and TechED Combine, Call For Presentations,”](#) by Sandoval Chagoya.
- [27th Annual Conference on Distance Teaching & Learning](#): Aug. 3–5, 2011. Call for Proposals: The CFP brochure and online proposal process will be available in mid-November. Check for more information about presentation formats, etc. in a few weeks.

### Must Read

- [“Title 5 Regulations on Distance Education.”](#)
- [“Teaching Carnival 4.1,”](#) by Billy Hara.
- [“A Rubric for Evaluating Student Blogs,”](#) by Mark Sample.
- [“The Rhythm of Online Teaching,”](#) by Joshua Kim.
- [“Solutions for Dealing with Copyrighted Materials in an Open Access Course,”](#) by Ethan Watrall.
- [“Opening Up Learning to All”](#)– “To enhance the learning experience with a diversity of students, some online courses offer enrollment to all comers.”
- [“Online, Bigger Classes May Be Better Classes,”](#) by Marc Parry.
- [“Special Online Teaching Issue: Pedagogy First,”](#) by Lisa M. Lane.
- [“Online Community Building Organizing Principles,”](#) by Pilar Hernandez.
- [“Midwifery: Encouraging and Grading Discussion in the Online Class,”](#) by Louisa Moon.
- [“Using a Wiki for Group Presentations,”](#) by Donna Marques.
- [“Teaching, Learning, and Social Networking,”](#) by Jim Sullivan.
- [“Screencasting for Educators: Possibilities,”](#) by Robert Kelley.
- [“Instructor Presence and Communication with Students,”](#) by Lisa M. Lane.
- [“Preventing Online Dropouts: Does Anything Work?,”](#) by Marc Parry.
- [“Using Text-Expansion Software to Respond to Student Writing,”](#) by George H. Williams.

- "[Announcing Digital Humanities Questions & Answers \(@DHAnswers\)](#)," by Julie Meloni: an online Q & A Board for digital humanities.
- "[Learning in the Social Web: Increasing Retention Rates with the Human Touch](#)," by Michelle Pacansky-Brock.
- Global Education Transformation – [GETideas.org](#) – an open, online community for education leaders.

## Must See

- "[Getting Started](#)" with Online Teaching – CATE (SRJC's Center for Advanced Technology in Education) tips that include training and planning, components of an online class, building the class, and activating the class.
- "[Challenging the Presentation Paradigm: Bee Docs Timeline](#)," by Ethan Watral.
- "[GeoCommons](#) enables everyone to find, use and share geographic data and maps. Easily create rich interactive visualizations to solve problems without any experience using traditional mapping tools."
- [iBioSeminars](#): Free biology videos online.
- [Greek and Latin Root Words Examples](#)
- 21st Century Teaching and Learning: [Shared Resources](#)
- [Free Stock Photography Sites](#) Courtesy of Santa Barbara City College, "The following links will bring you to other links that will give you access to images you can use for class free of charge and legally."
- "[Using Picnik for Some Image-Editing Fun](#)," by Julie Meloni.
- "[The Impotence of Proofreading](#)," by Taylor Mali.
- [The Majestic Plastic Bag- A Mockumentary](#)

## Got Something to Share?

Send best practices, suggestions, and web links for inclusion in DE@COM to [alisa.klinger@marin.edu](mailto:alisa.klinger@marin.edu)