

**MINUTES OF THE NOVEMBER 10, 2020
CLATSOP COMMUNITY COLLEGE
BOARD OF DIRECTORS
WORK SESSION**

The Work Session on Distance Learning was called to order by Chair Robert Duehmig at 5:32 p.m.

Board Members Present: Robert Duehmig, Rosemary Baker-Monaghan, Karen Burke, Sara Meyer, Anne Teaford-Cantor, Tim Lyman, and Dave Zunkel. **Board Members Absent:** None. **Others Present:** Peter Williams, Teena Toyas, Jerad Sorber, Jade Jaconetti, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, and Recording Secretary Pat Schulte.

Chair Duehmig introduced the work session on Distance Learning. In December, there will be an Executive Session for the President's Evaluation in place of the work session.

President Breitmeyer said the work session is broadly on online learning – where we were, where we are, and where we are going. The pandemic forced our hand into distance learning. Teena Toyas approached him over a year ago about distance learning and the need to standardize what we are doing. The distance learning program has grown organically. Those who were more skilled tried to help those who were not as skilled. What we really wanted to do was take a step back and ask what our goals are for online education. We wanted students who logged into a class at Clatsop know it was a Clatsop class. It is not about content but defining expectations for what is expected in a course. Our goal was to improve the quality and have a minimum standard.

Teena Toyas said she went to several conferences on distance learning that convinced her the College needs to go to something that is much more standardized. Kirsten Horning is our distance education coordinator. She manages the technical end of the Brightspace shell and has even gone to instructors' houses to help them. Ms. Toyas said she met with faculty members Julie Brown, Celeste Petersen, Devon Weaver, and Carla Moha to come up with best practices that were then presented to the faculty. These best practices started this fall. The College doesn't have a course designer which is a future goal. It's a slow process to get faculty on board. The pandemic forced faculty to just go with it last spring. Ms. Toyas said she used to do a hybrid class but now does her class totally online. Ms. Toyas referenced the spreadsheet Kirsten Horning provided and pointed out that we have had the highest enrollment in online courses this fall. We

didn't offer that many additional online courses, but we had higher enrollment and produced 35 FTE out of this term's online classes which is a 16.6% increase from last fall. She said she teaches two classes online. Most students are doing really well but not everyone is an online learner. By week 5, some students start to fall behind and by weeks 6 or 7, they can't catch up. President Breitmeyer said a lot of students have self-selected out of online learning for two reasons – not everyone is a good online learner and a lot of our students are parents whose children are doing school online. Tim Lyman asked for definitions. An online course is asynchronous and self-paced, although there will be deadlines for assignments. Remote courses are synchronous – students have to meet on Zoom at a specific time. A hybrid course is a mixture of different modalities. Ms. Toyas said based on her experience, a student who could pass a course in person would probably pass an online or remote course. Sara Meyer asked if a class could be done in a month's timeframe to keep a student's interest. VP Williams responded in order to do that, we would have to have an entire program made up of five-week blocks. Mr. Lyman asked if the user interface experience is different. Ms. Toyas responded there are some similarities, but not every instructor is going to do everything the same way which is why they have developed the best practices.

Ms. Toyas said she has provided training for faculty on using Brightspace. Ms. Toyas shared her screen so the Board could see what is in Brightspace. She showed a course shell and announcements that go out to students. Some instructors put their Zoom Room link on the top of the screen so students can meet with them on Zoom. Faculty have shared their course shells with each other so they can work on providing more consistency.

In response to a question from Mr. Lyman, President Breitmeyer said there is not a national online repository of courses. We are attempting to do this in Oregon and there is funding behind it. President Breitmeyer said he is part of the steering committee of the consortium working to build a library of courses. For example, there might be courses we don't offer at Clatsop that are offered at other colleges. If a course is offered at Clatsop, students will be taking it at Clatsop first.

Ms. Toyas said we archive all our courses. Most faculty update their courses every year. Kirsten Horning can roll a class over to the next term and all the instructor needs to do is change the dates. Chair Duehmig asked how we enhance what will inevitably be a part of our teaching methods in a way that maintains financial stability. This discussion has to go hand in hand with budget discussions and other policy discussions. How do we get the state to change the way community colleges are funded? President Breitmeyer said if we had the instructional design position mentioned earlier, our courses would be in much better shape than they are now. We want the courses

students take to be the best they can be. We need someone who can stay on top of online pedagogy. President Breitmeyer emphasized the growing importance of this type of education. There will always be a component of students who want to be face-to-face. Ms. Toyas noted that online courses need to meet standards for financial aid.

VP Williams said NWCCU requires that we report any of our programs that change over to online distance learning, which is 50% or more of the course in online format. He said we want to continue doing professional development for our faculty. Seth Tichenor is working with the Oregon Education Association on online pedagogy and online design. Chair Duehmig said so much has moved online and asked if there is any consistency with what we are using and what K-12 is using. Ms. Toyas replied that once you figure out one system, you will figure out all of them. High school students are using a lot of different systems for online learning. Ms. Toyas said the issue is that the students want something quick and fast. You have to make it easy for them to find. Dave Zunkel asked why students are dropping behind in weeks 4 and 5. Ms. Toyas said if students are taking a number of classes, everything starts piling up around that time. Students have to prioritize what classes they need to pass. President Breitmeyer said it's time management. When a class is not time and place bound, students get behind. Ms. Toyas said another challenge is when students email, they think they should get an answer right away. To be a good online instructor, you're available 24/7. Instructors have to set some boundaries. Ms. Toyas said it would be helpful for instructors to go through an online course. Mr. Lyman pointed out that when the Macintosh came out in 1984, it was an inferior product but it was successful because every program worked the same way. The same thing happened when Windows 95 came out, because everything was consistent across the board. It's an illustration of the value of having a reasonably consistent user interface across the coursework. Ms. Toyas said that's the goal we want to achieve with our courses.

Chair Duehmig said we know there is a time period when we are going to lose students and we have to grab them before that happens. Ms. Toyas said fall term is tough. If we can keep students up to Thanksgiving week, we keep them. Students are realizing now there is not an alternative and they need to do distance learning. Chair Duehmig said from policy perspectives and systems development, it's a challenge and strain because we have to figure out the new normal. But it will be a real positive going forward. Ms. Toyas said we have ordered technology, like cameras, to help us do better remote classes. A number of our instructors are doing a great job of being very creative. An instructional designer could help us develop courses. Zoom has really helped too. Faculty are meeting their students on Zoom so students can know who their instructor is. Being able to share screens on Zoom has really helped students. VP Sorber said that Mallory Vollner, in conjunction with students, is designing a peer mentor program.

Students are more likely to reach out to other students for help. A trained peer is something we are looking at to help students feel more comfortable in that online environment.

Chair Duehmig thanked everyone and said the conversation is very helpful. We can't have this discussion without talking about the budget, Student Services, etc. It cuts across the whole spectrum of how we teach and operate. If we do it right, we will make it one of those feathers in our cap that makes Clatsop a great place to come to.

With no further discussion, the Work Session was adjourned at approximately 6:30 p.m.

Chris Breitmeyer, President

Robert Duehmig, Chair

Pat Schulte, Board Secretary