Academic Senate
Grossmont College
Monday, May 1, 2006
11:00am – 12:20pm in Griffin Gate

I. CALL TO ORDER

A. Approval of Agenda

B. Approval of Minutes from April 17, 2006

II. PRESIDENT'S REPORT

A. Spring Plenary Session

B. Vocational Faculty Leadership Institute

C. Election of Part Time Representative

III. ACTION ITEMS

IV. INFORMATION ITEMS

A. Distance Ed Plan – Attachment #1

B. Academic Rank

C. AP 3720 – Attachment #2

D. Faculty to Serve on Committees and Task Forces

- Task Force on Supervised Tutoring – Cathy Harvey, Peg Hovde, Marion DeKoning, John Mercurio

- Task Force to Review Off Campus Sites – Mary Rider, Diane Mayne-Stafford, Marilyn Ivanovici

- Director of EOPS Hiring Committee – Sylvia Montejano, Carl Fielden, Judy Dirbas, Scott Barr

GROSSMONT COLLEGE
DRAFT
DISTANCE EDUCATION PLAN
2005-2008

In the Fall of 2005, Grossmont College offers 87 online and 27 hybrid classes. According to campus research, the online student population comes from similar demographics to the on-campus students. The online population mostly comes from the local geographical area; however, our local geographic area extends to the Borrego Desert as well as the mountain communities. Also, there are Grossmont students who are out of town for one reason or another (military away on duty, international students home for the summer, students who travel in their occupations) who continue their education online. Surprisingly enough, the online, computer literate student is not necessarily under 30. Many of our online students are in their 40s and some in their 50s. They expect the same quality of education from their online classes that they would receive on campus. Through curriculum and evaluations, the college has maintained this high quality that is reflected in online courses.

Grossmont students benefit from online course offerings. Students who cannot come to on-campus classes because of significant distances, work schedules, physical disabilities, or familial responsibilities can be served equally well by Grossmont College online courses. The college also benefits by the freeing of brick and mortar classrooms which may be used for additional on-campus offerings. Although distance education will never replace traditional on-campus education, online courses do provide students with a viable alternative. As Grossmont College has always been on the "cutting-edge", the development of an online degree or certificate program is necessary to stay competitive. This Plan focuses on the growth of Distance Education at Grossmont College over the next three-year period.

Goal: To offer students access to quality education via distance education and hybrid classes.

Year 1 (2005-2006)

Objective 1: Provide training to faculty to ensure good practices are exercised.

Action to meet objective:
  a. Find a trainer for WebCT and Blackboard;
  b. Have formalized Staff Development training for online instructors which includes pedagogy and methodology and technical development.
  c. Institutionalize the training recommendations for teaching online.
  d. Provide training to instructors on web accessibility.
  e. Establish guidelines for adding/dropping students in keeping with Admissions & Records procedures and have them approved by the Academic Senate.
  f. Develop a mentor process for new online instructors.
  g. Encourage faculty to participate in the ICC Distance Education Committee (an Academic Senate committee).

Objective 2: Provide training to students for successful online learning.

  a. Develop a course for student success in online learning.
  b. Have instructors be cognizant of and reference GCCCD Online orientation to their students.
  c. Establish a student "help" desk through the campus webpage.

Objective 3: Increase number of online offerings including hybrid courses.

    a. Include information on hybrid courses on GCCCD Online;
    b. Provide workshops to inform instructors how to develop hybrid courses;
    c. Establish training to teach hybrid courses.
    d. Provide campus-wide information on the benefits of hybrid courses.
    e. Work with counselors to explain online courses to gain support.

Objective 4: Provide services to online students the same as on-campus students.

    a. Promote the use of Library online services;
    b. Promote the use of online Student Services;
    c. Promote the use of the web for other resources including the bookstore, financial aid, and careers.

Objective 6: Offer an online Associate Degree

    a. Begin research and planning to offer an online degree;
    b. Solicit input from faculty on the feasibility of offering an online degree or certificate.
    c. Increase cooperation between campuses to offer an online degree.

Year 2 (2006-2007)

Objective 1: Provide training to faculty to ensure good practices are exercised.

Action to meet objective:
    a. Research and develop a certificate of achievement for instructors who have successfully completed online teaching recommendations.
    b. Implement guidelines for adding/dropping students in keeping with Admissions & Records procedures.
    c. Implement the mentor system for new online instructors.
    d. Establish an incentive for faculty to develop new online courses.
    e. Establish administrative support of a faculty distance education coordinator.

Objective 2: Provide training to students for successful online learning.

    a. Offer a course for student success in online learning.
    b. Implement a student "help" desk through the campus webpage.

Objective 3: Evaluate increased online and hybrid offerings.

    a. Request statistical reports from Institutional Research.
    b. Analyze reports and report findings to Administration and Academic Senate.

Objective 4: Provide faculty input for new portal system.

    a. Request an appointment of a faculty member to serve on an advising committee that reviews the functions of the new portal system.

Objective 5: Continue improving online support services.

    a. Evaluate the use of support services by online students.

b. Analyze the support services and make recommendations for additional services and/or improvements.

Objective 6: ~~Offer an~~ online Associate Degree

    a. Report to the Academic Senate the results of the research and planning to offer an online degree.
    b. Continue cooperation between campuses to offer an online degree.

Objective 7: Provide technical and developmental support for faculty.

    a. Investigate the possibility of hiring a developer for online courses;
    b. Investigate the feasibility of hiring technical support staff.

Year 3 (2007-2008)

Objective 1: Provide training to faculty to ensure good practices are exercised.

Action to meet objective:
    a. Implement the certificate of achievement for instructors who have successfully completed online teaching recommendations.
    b. Implement incentives for faculty to develop new online courses.
    c. Implement process to appoint a faculty distance education coordinator.

Objective 2: Provide faculty input for new portal system.

    a. Evaluate the portal system and its effective use among students and faculty.
    b. Evaluate student "help desk" functions.

Objective 3: Continue development of online and hybrid courses.

    a. Implement recommendations based on previous research.
    b. Develop on-going evaluation process for distance education.

Objective 4: Implement online degree offerings.

    a. Work with faculty and departments to determine curriculum for online degree offering.
    b. Work with counselors and departments to establish sequential online course offerings.
    c. Continue cooperation with Cuyamaca College.

Objective 5: Provide technical and developmental support for faculty.

    a. Implement recommendations discovered through investigation of hiring a developer for online classes.
    b. Implement recommendations discovered through investigation of hiring a technical support staff.

AP 3720

Computer and Network Use

NEW

Reference:

Education Code Section 70902

Board Policies 3720, 4030

Title 5 Sections 58050, 58164, 58168, 58170, 58172

Date Issued: *Revised draft to DEC March 2, 2006*

The District Computer and Network systems are the sole property of the Grossmont-Cuyamaca Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, faculty and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

Nondiscrimination Statement of Principles

All users have the right to be free from any conduct connected with the use of Grossmont-Cuyamaca Community College District (GCCCD) computing systems which discriminates against any person. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies one of the following conditions: (1) harasses, denigrates or shows hostility or aversion toward an individual or group based on that person's gender, sexual orientation, race, color, national origin or disability, or (2) has the purpose or effect of creating a hostile, intimidating, or offensive environment. "Harassing conduct" and "hostile environment" are defined below:

(1)   "Harassing conduct" includes, but is not limited to, the following: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, national origin, gender, sexual orientation, or disability. This includes acts that purport to be "jokes" or "pranks," but that are hostile or demeaning.

(2)   A "hostile environment" is established when harassing conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the GCCCD computing systems.

Any user who believes he or she has been subject to a hostile environment or discrimination on the basis of race, color, national origin, gender, sexual orientation, or disability may inform the system administrator or

the appropriate college or district administrator. Upon receiving any such complaint, GCCCD will process the complaint in accordance with established grievance procedures.

Academic Freedom

Users of these systems have rights that may be protected by federal, state, and local law. This procedure shall not be interpreted in a manner which would abrogate any provision of the District Policy on Academic Freedom (Board Policy 4030).

Conditions of Use

Basic conditions of use are also defined by the CENIC/CalREN Acceptable Use Policy. The District may define additional conditions of use. Refer to Operating Procedures IS 11 and 12.

Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion and/or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

- Copying – Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- Number of Simultaneous Users – The number and distribution of copies must be handled in such a way that does not violate the licensing rules for the product.
- Copyrights – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

- Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.
- Unauthorized Use – computer users must not interfere with others' access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, of disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.
- Unauthorized Programs – Computer users must not intentionally develop or use programs (including spam, viruses and worms) which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user

accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- <u>Abuse of Computing Privileges</u> – Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- <u>Reporting Problems</u> – Any defects discovered in system security must be reported promptly to the Information Systems Department so that steps can be taken to investigate and solve the problem.
- <u>Password Protection</u> – A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the Information Systems Department with the exception that users may designate others to access their e-mail and voice mail accounts.

Usage

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

- <u>Unlawful Messages</u> – Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.
- <u>Commercial Usage</u> – Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below.)
- <u>Information Belonging to Others</u> – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users. (We're not clear what this is getting at.)
- <u>Rights of Individuals</u> – Users must not release any individual's (student, faculty, and staff) **personal** information to anyone without proper authorization.
- <u>User Identification</u> – Users shall not send unauthorized communications or messages anonymously or without accurately identifying the originating account or station. Examples of permissible anonymous communications are student evaluations and responses to accreditation surveys.
- <u>Political, Personal and Commercial Use</u> – The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.
- <u>Political Use</u> – District information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, or District policies.
- <u>Personal Use</u> – District information resources should not be used for personal activities not related to appropriate District functions. Incidental uses are allowed and may include checking non-district e-mail accounts, the weather, traffic, news, stocks, etc. for a brief period of time at the discretion of legitimate supervision. Certain computers may be designated for "public use" and non-District functions are allowed. Examples of public use areas include specified workstations in labs, wireless hot spots, etc.

- Commercial Use – District information resources may not be used for commercial purposes. Individual personal advertisements in authorized internal newsletters will not be considered a commercial purpose. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users shall abide by the rule governing those domains.

Disclosure
- No Expectation of Privacy – The District reserves the right to access all use of the District network and computers to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.
- Possibility of Unintended Disclosure – Users must be aware of the possibility of unintended disclosure of communications.
- District's Disclosure Responsibility – Users must be aware that all electronic communications and electronic documents may be subject to disclosure by the District in response to law enforcement investigations, judicial orders, California Public Records Act requests and other requests/demands that are outside of the District's control to limit or deny. Additionally, the District may be prohibited from notifying the user of the disclosure demand and/or the response to that demand.
- Retrieval – It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.
- Public Records – The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network and computers must be disclosed by the District if requested by a member of the public.
- Litigation – Computer transmissions may be discoverable in litigation.

Dissemination And User Acknowledgment
All users shall be provided copies of these procedures and be directed to familiarize themselves with them. Where possible, a "pop-up" screen describing this procedure shall appear prior to accessing the network.

Users shall sign and date the acknowledgement and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

Computer and Network Use Agreement

I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, _____, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.