

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
April 1, 2009  
San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich (via telephone), Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

**Others Present:** Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the minutes of the special closed session of March 26, 2009. Trustee Mandelkern suggested changing the wording in the sentence under "Closed Session Actions Taken" to read: "After full consideration of the entire record and the presentation of the parties, the Board voted unanimously in closed session in favor of the following motion. . ." This change will be reflected in the official minutes.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

**UNFINISHED BUSINESS**

**APPROVAL OF RECOMMENDATION TO EDUCATION HOUSING PARTNERS ON GENERAL CONTRACTOR FOR CAÑADA VISTA FACULTY AND STAFF HOUSING PROJECT; APPROVAL OF AMENDMENT TO CONTRACT BETWEEN EDUCATION HOUSING PARTNERS AND THE DISTRICT (09-3-104B)**

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the recommendations as outlined in the report. Barbara Christensen, Director of Community/Government Relations, introduced William Thompson and Sean Sweeney of Education Housing Partners and Steve Gnider and Dave Dunlop of Segue Construction. Ms. Christensen said the development team and Segue construction have tried to get as many union subcontractors as possible and work on this matter is continuing; therefore, some lines on the subcontractor bid list attached to the report are listed as "to be determined." On page 2 of the subcontractor list, Western Building Spec. should be added under "Doors/Millwork/Hardware" with the bid listed as "to be determined." This addition will be reflected in the copy that is in the official minutes. It is recommended that the Board approve the recommendation to begin contract negotiations with Segue in an amount not to exceed \$12 million, while work continues on subcontractor bids. Trustee Holober asked if the Board will be asked to approve the subcontractor list after the process is completed; Ms. Christensen said she will bring the list back to the Board for final approval. It is also recommended that the Board approve a \$200,000 owner's contingency controlled by the District to be used for owner modifications and upgrades. It is further recommended that the Board approve an additional \$178,132 for pre-construction costs and design/build entity's fee due to the extended entitlement process. Ms. Christensen said this amount is modest given the delays caused by the redesign of the project and the additional hearings. After this discussion, the motion carried, all members voting "Aye."

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-4-1A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 09-4-1A. The motion carried, all members voting "Aye."

### **Other Recommendations**

### **APPROVAL OF AGREEMENT WITH MILLER BROWN & DANNIS FOR LEGAL SERVICES (09-4-100B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the agreement as outlined in the report. Trustee Holober said that while the Board does not normally like to give retroactive approval, the circumstance was urgent and required that the Board seek independent counsel. Trustee Mandelkern added that the decision to enter into the agreement was made with the advice and consent of the entire Board. After this explanation, the motion carried, all members voting "Aye."

### **ACCEPTANCE OF DEPARTMENT OF LABOR COMMUNITY BASED JOB TRAINING GRANT – SKYLINE COLLEGE (09-4-101B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve acceptance of the grant. The motion carried, all members voting "Aye."

## **STUDY SESSION**

### **DISTANCE EDUCATION (09-4-1C)**

President Schwarz welcomed Dr. Jolanda Schreurs, a member of the Governing Board of the Cabrillo United School District, who was attending the Study Session as a guest. Dr. Schreurs met Vice Chancellor Jing Luan at a County School Boards Association meeting at which distance education was the topic.

Vice Chancellor Luan said Cañada College Professor Daniela Castillo will be the primary presenter of the report, supported by the three College Presidents, District Distance Learning Coordinator Betty Fleming and ITS Director Eric Raznick. President Claire and Vice Chancellor Luan also recognized Dean Martha Tillman who is responsible for distance education at College of San Mateo.

Vice Chancellor Luan said Title 5 defines distance education as instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Courses may be offered as hybrid, or mixed format; online, in which the course is taught primarily by distance; or telecourse, which relies on cable or satellite and mailing of course materials. At least three states require that high school students take at least one distance education course as a requirement for graduation.

Vice Chancellor Luan reviewed regulations on distance education, including accreditation policies, Title 5 requirements and System Office guidelines.

In the District, KCSM was delivering telecourse instruction as early 1964. Over time, there was a trend toward online courses and in 2006, in response to requests from the Board and the Chancellor that the Colleges focus on distance education, the Distance Education Advisory Committee (DEAC) was formed, co-chaired by Vice Chancellor Luan and Professor Castillo. Many objectives have been achieved, including the writing and publication of the District Distance Education Strategic Plan. The Colleges have responded by forming committees, devising online courses and establishing their own goals.

Headcounts in the courses have increased since 2006 and have more than met the goals specified in the District Plan. Revenue from online courses is also growing. Vice Chancellor Luan said that distance education is

borderless and the District needs to be aggressive and strategic in preparing for growth. Headcount data shows that in the District, distance education tends to attract female, white and Asian students.

Vice Chancellor Luan said that success rates are of particular concern to faculty. The success rates for distance education courses are not as high as for face-to-face instruction, but the gap is narrowing. Data from 2005-06 shows that the District surpassed the Statewide success rate in the younger (18-24) and older (50+) age groups but was below the Statewide success rate in students aged 25-49.

Vice Chancellor Luan said the District is doing many things well with regard to distance education. Structured Training for Online Teaching (STOT) was formed and is in demand by faculty. ITS added the Web Distance Ed Gateway to WebSMART. Mr. Raznick demonstrated how students can find all distance education courses in one place and can click on a course to get more information. There are also links to faculty websites. In addition, online matriculation services, professional development and student and faculty feedback are available online. Skyline College has developed a self-assessment tool for students to see if distance education is right for them and this is also available online.

Professor Castillo said she has been teaching at Cañada College for nine years and began teaching online courses a few years ago. She said Cañada uses the hybrid model for all media courses. Professor Castillo described one of her online classes and complemented her narrative with a video. Students find the website either through the portal or through links on the multimedia website. Professor Castillo also sends a welcoming note to all enrolled students. Students can view the course syllabus, Professor Castillo's contact information, office hours and online chat times, grades and comments. Professor Castillo also provides specific to-do lists for the students. She provides different kinds of content, such as reading, video and forums.

Professor Castillo said online teaching is a very fulfilling experience. It requires great discipline and entails a long development process, but provides great rewards. Many tools are available to assist teachers. Professor Castillo said the secrets to success in online teaching include:

- Love what you do.
- Think about the learning process as an opportunity.
- Embrace the technology.
- Understand that, like in the classroom, you will have some successes and some failures.
- Do not expect more than you can give to your students.
- Keep your students engaged with stimulating visuals and interesting audio.

Vice Chancellor Luan said that Districtwide, fulfilling GE requirements via distance education is possible except for P.E. Many of the Associate/Certificate programs have 50 percent or more distance education content and each College has at least one program that can be completed online. As stated in the District Distance Education Strategic Plan, "The District envisions the expansion of distance education offerings to increase distance education-based degrees and certificates." The goals as stated in the Strategic Plan include increasing student success rates and achieving and maintaining 20 percent annual distance education enrollment growth in the next ten years. The Colleges are responding to the vision and goals by developing their individual plans and services. Vice Chancellor Luan said there is need for Districtwide coordination and a need to identify and eliminate barriers. He said that a fund for faculty support (course design and general tech support) would be helpful.

Vice Chancellor Luan asked if the Board had questions. Trustee Hausman asked why some states require that high school students take at least one distance education course. Vice Chancellor Luan said the answer is not clear; it is not yet known if the requirement has affected graduation rates. President Morrow hypothesized that it might be to insure that every graduate has at least a basic level of information competency. Trustee Hausman said that students from ethnic groups which do not utilize distance education at rates comparable to others could be at a disadvantage. Professor Castillo said this is a challenge but that rates should increase because accessibility to equipment is becoming more commonplace in high schools and libraries and use of technology

is beginning at earlier ages. President Claire said he believes the tipping point has been reached with the use of social networking sites and technology that younger students are familiar with.

President Schwarz asked how District students know that online courses are available and whether this delivery method would be a good fit for them. Vice Chancellor Luan said surveys show that most students are aware of the availability of distance education opportunities.

Trustee Mandelkern said that about a year ago, the Board voted on a contract with eCollege for a course management system and asked if the system is being utilized. Vice Chancellor Luan said that faculty wanted to have a choice between eCollege and WebAccess and that both platforms are being used. Professor Castillo said she has used both and finds the functionality to be similar. She added that most teachers choose one system and she believes it is important to offer choice.

Trustee Mandelkern noted that the focus is largely on converting existing courses for existing audiences into distance education courses. He said that, historically, it has been relatively easy to bring distance education to the workplace setting, with specific certificate programs, workplace enhancement and on-the-job training programs. He asked if the District has looked into capturing some of the expertise available at the campuses, such as biotechnology and allied health, and converting it into distance education programs which could reach new audiences. President Claire said that as plans are further developed, it is important to determine where the ready markets exist. He will take Trustee Mandelkern's comments to College of San Mateo's Distance Education Committee. Dean Tilmann said the workplace setting is an audience that bears looking at along with seniors and the disabled. Trustee Mandelkern asked if there is a strategy to target the different needs of these various populations. Dean Tilmann said College of San Mateo is looking at this issue. Vice Chancellor Luan added that the System Office guidelines address accessibility issues, focusing heavily on the disabled.

Professor Dilko said programs must be different for different audiences. She said strategy should be determined at the College level because each College will target different audiences. Professor Dilko said that faculty need assistance with developing programs and that STOT is a move in the right direction. President Mohr said that in Cañada's technology plan is the need for a trained technology resource specialist on campus, who could help teachers get programs online and could help through the first year. President Mohr added that he has seen data indicating that the fastest growing demographic in online courses is high school students. President Morrow said that the combination of face-to-face instruction and online courses is ideal for the student population at Skyline, many of whom work part-time and have other responsibilities.

Trustee Holoher asked if there are courses and programs that are offered exclusively online. Professor Castillo said degree programs are also taught in the traditional method, but there are some specific courses which are taught online only. Trustee Holoher asked if online teaching is voluntary for faculty; Vice Chancellor Luan said it is. Trustee Holoher asked if there is a point at which, if the entire curriculum becomes available online, having the desire and ability to teach online might be a requirement for employment. Professor Dilko said it is currently considered desirable but not required. She said it could become a requirement if the Colleges were to design a fully online program. Trustee Holoher asked if faculty go through any training on teaching in a non face-to-face manner. Vice Chancellor Luan said the first STOT class did not include a great deal on pedagogy but this was added in the second and third classes. Professor Dilko said that community college faculty are hired on discipline expertise rather than teaching. Ms. Fleming added that faculty often do not understand that there is a difference in the way content is delivered in distance education; new techniques and a different pedagogy need to be learned.

President Schwarz asked if there is a minimum number of students required per class. Vice Chancellor Luan said it is the same as for face-to-face classes.

Trustee Mandelkern asked if issues such as ownership of intellectual property, load, impact on office hours and compensation are affecting the rollout of distance education. AFT Executive Secretary Dan Kaplan said these issues are important and the District has been very slow in making progress. Vice Chancellor Harry Joel said he

believes progress was made in the Memorandum of Understanding negotiated between the District and AFT, and that conversations are ongoing. Professor Dilko said there is ambiguity which is preventing some faculty from entering into online teaching.

President Schwarz thanked all participants for an enlightening presentation.

Before adjourning to closed session, Trustee Holober announced that he has been asked to recruit people to participate in a conversation on foster youth, to be held the evening of June 1 at Hillsdale High School. Vice President Miljanich will be participating in the event. Trustee Holober said that anyone who is interested should let him know.

**RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1-A and 1-B on the printed agenda.

The Board recessed to Closed Session at 7:10 p.m.  
The Board reconvened to Open Session at 7:30 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

**ADJOURNMENT**

It was moved by Trustee Holober and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye."

Submitted by



Ron Gafatolo  
Secretary

Approved and entered into the proceedings of the April 22, 2009 meeting.



Patricia Miljanich  
Vice President-Clerk

**MINUTES**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**CLOSED SESSION**  
**Monday, April 13, 2009, 8:30 a.m.**  
**District Office, Executive Conference Room**  
**3401 CSM Drive, San Mateo, CA 94402**

The Board convened the meeting at 8:30 a.m.

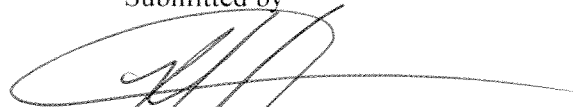
**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern

**1. Closed Session Personnel Items**

- A. Meeting conducted by Board as fact finder or arbitrator (Government Code section 3549.1(c), regarding Public Employee Discipline/Dismissal/Release (Government Code section 54957).

The Board reviewed its findings and conclusions which will be issued to the parties in writing on or before April 21<sup>st</sup>.

Submitted by



Ron Galatolo  
Secretary



Patricia Miljanich  
Vice President-Clerk