

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION

April 1, 2009, 5:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

5:00 p.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-4-1 [Minutes of the Special Closed Session of March 26, 2009](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

UNFINISHED BUSINESS

09-3-104B [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](#)

NEW BUSINESS

09-4-1A Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Other Recommendations

09-4-100B Approval of Agreement with Miller Brown & Dannis for Legal Services

09-4-101B Acceptance of Department of Labor Community Based Job Training Grant – Skyline College

STUDY SESSION

09-4-1C Distance Education

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: Cañada College – Counselor, Counseling & Enrollment Services
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

MINUTES
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
CLOSED SESSION
Thursday, March 26, 2009, 5:30 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

The Board convened the meeting at 5:30 and held a brief conference with its attorney, Gregory Dannis.

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).

Attorneys for the District and for the employee who was denied tenure presented their arguments regarding the arbitrator's decision. Each side was allowed 20 minutes to present and 10 minutes rebuttal. Following the presentations, the Board recessed with its attorney Gregory Dannis to consider the arguments and supporting documents. At approximately 8:15, the Board returned. President Karen Schwarz apologized for the delay, stating that the Board took time to read all the exhibits received tonight.

Closed Session Actions Taken: President Schwarz stated: "After full consideration of the entire record and the presentation of the parties, the Board voted unanimously in closed session on the following motion:

In its decision not to reappoint the employee as a probationary employee, the District did not violate, misinterpret or misapply any of its policies and procedures concerning the evaluation of probationary employees. The Board will issue written findings and conclusions to the parties on or before April 21st."

President Schwarz asked if all parties agree that April 21st is the correct deadline under the contract and all parties present agreed.

The Board again recessed to discuss the written findings and conclusions.

The Board adjourned at 9 p.m., stating that no further action was taken. The Closed Session meeting was adjourned to April 13, 2009 at 8:30 a.m. in the Executive Conference Room at the District Office.

Submitted by

Ron Galatolo
Secretary

Patricia Miljanich
Vice President-Clerk

BOARD REPORT NO. 09-3-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
650-574-6510

**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**

The contract between the District and Education Housing Partners (EHP) calls for EHP and the District to jointly select a general contractor for the work called for by the Final Approved Plans in accordance with a process approved by the District. EHP also has the responsibility to negotiate and execute a construction contract with the selected general contractor. Finally, the EHP contract requires that EHP shall provide, at the request of the District, a list of all subcontractors who “will perform work, or labor or render services” for the project.

As previously reported to the Board, the District and Education Housing Partners conducted a very broad personal and email-based outreach to general contractors who might be interested in bidding on this job. The project was listed on several construction industry project bid sites, including BidClerk.com and Reed Construction Data. These services list all types of construction projects that are in the planning process; they are used by general contractors and subcontractors to track prequalification processes and bid dates for projects in their region. The District also regularly communicated with the Building and Construction Trade Council and the local Carpenters Union, both of which expressed interest in this project.

On September 29, 2008, the District held a non-mandatory pre-bid conference for the project and invited all who had expressed interest in the project. The District also notified the web-based services about the date of the pre-bid conference. The attendees were briefed about the project, expected bid dates and construction timeline. Twelve general contractors were prequalified for the project. Bidding was opened in late January 2009 and bids were due February 27.

On February 27, eight bidders responded. One of the bids was determined to be non-responsive because the bidder did not include a list of subcontractors or references and did not complete the bid matrix. Education Housing Partners thoroughly reviewed all of the remaining bids to insure that they included all elements of the project and to verify references and the project schedule. Following this analysis, the lowest three bidders were interviewed by a team of District and EHP personnel to gain a clear understanding of their familiarity with this project; to discuss the subcontractors each general contractor planned to use and value engineering suggestions that the contractor might recommend; and to discuss each bidder’s Guaranteed Maximum Price.

After the very thorough review of bids and interviews with the general contractors, District staff recommends that the Board direct Education Housing Partners to begin contract negotiations with Segue Construction for a guaranteed maximum price not to exceed \$12,000,000. Segue is a Bay Area firm based in San Jose that has built more than 4,000 apartments in the Bay Area since its founding in 1992. They have completed a number of multi-family projects in the Bay Area for both profit and nonprofit builders, including affordable senior units, assisted living facilities and market rate apartments. Most recently, they completed an additional 30 units at Casa del Maestro, Santa Clara Unified School District's staff housing project, and the project was completed ahead of time and under budget. Their price was the lowest responsive bid; they have excellent references and their bid includes 82% union work (lists of subs they bid to and the one used for pricing is attached). If negotiations with Segue are not successful, the District reserves the right to negotiate with one of the other two bidders. District staff also recommends that the Board also approve a \$200,000 "Owner's Contingency" that the District will control and which can be used for modifications, upgrades and enhancements selected by the District.

Because of the extended entitlement process for this housing project, during which the District had to re-design the exterior look of the apartment buildings, extensively revise the site plan, and prepare for and attend more than 20 public and community meetings, the design professionals incurred additional costs totaling \$95,632 and the design/build entity, Education Housing Partners, spent an additional five months time on this project, at a total cost of \$82,500. Therefore the contract between Education Housing Partners and the District for the Design and Development of a Multi Family Housing Project signed September 27, 2007 needs to be augmented by a total of \$178,132. Even with this additional cost, the total cost for the project will be well below the \$17,390,000 initially projected.

RECOMMENDATION

It is recommended that the Board direct Education Housing Partners to begin contract negotiations with Segue Construction for the construction of the Cañada Vista project at a Guaranteed Maximum Price contract not to exceed \$12 million. It is further 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.

**Segue Construction, Inc
Canada Faculty Staff Housing**

**SUBCONTRACTOR BID LIST
3.19.08**

CSI DIVISION	SUBCONTRACTORS	SUBCONTRACTOR BID USED.
DIVISION 3 CONCRETE		
Foundations	Conco	Conco
	Enhanced	
	Bauer	
	Jos J. Albanese	
Concrete Topping	Conco	Conco
	Cell-Crete	
	Insul Flow	
	AUS	
Gypsum Topping	Cell-Crete	Cell-Crete
	Insul Flow	
	AUS	
Site Concrete	Conco	Conco
	Giacalone	
	Enhanced	
DIVISION 4 MASONRY		
Exterior Stone Cladding	Hanson's	to be determined
	Hawksley	
	Inland	
Trash/Recycle Enclosures	Hanson's	to be determined
	Hawksley	
	Inland	
DIVISION 5 METALS		
Structural Steel/Misc. Metals	Larco	Larco
	American Steel & Stair	
	GK Welding	
DIVISION 6 WOODS & PLASTICS		
Rough Carpentry	Coy Sanders	DF Rios
	Country Builders	
	Shoreline	
	Porter Construction Co.,	
	Allied Framers	
	DF Rios	
Finish Carpentry	Western Building Spec.	to be determined
	House Construction	
	Staley Construction	
	Carey Construction	
DIVISION 7 THERMAL & MOISTURE PROTECTION		
Waterproofing	Cell-Crete	R. Bros.
	Blue's Roofing	
	Delta Bay Waterproofing	
	R. Bros. Waterproofing	
	F. Rodgers	
	Tara Coatings	

**Segue Construction, Inc
Canada Faculty Staff Housing**

**SUBCONTRACTOR BID LIST
3.19.08**

CSI DIVISION	SUBCONTRACTORS	SUBCONTRACTOR BID USED.
Insulation	Coast Bldg. Products	Coast Bldg. Products
	BAF Specialties	
	Western Insulation	
	F. Rodgers	
	Alcal-Arcade	
Asphalt Shingles	Blue's Roofing	Blue's Roofing
	Alcal-Arcade	
	Peterson Dean	
	Lawson Roofing	
	F. Rodgers	
Sheet Metal Flashing & Trim	Marco Roofing	
	See HVAC	See HVAC
DIVISION 8 DOORS & WINDOWS		
Doors/Millwork/Hardware	Western Building Spec.	Western Building Spec.
	House Construction	
	Jackson's Hardware	
	Stalet Construction	
Windows	Signature Glass & Window	Signature Glass & Window
	Medallion Industries	
	Argonaut Window & Door	
	Collier Commercial Products	
	Equity Windows	
Sectional Overhead Doors	Contra Costa Door	Contra Costa Door
	Overhead Door Company	
	Coast Building Products	
DIVISION 9 FINISHES		
Stucco	Padilla Construction	to be determined
	Ross Plastering	
	DH Smith	
	Pacific West	
	Residential Wall Systems	
Drywall	Daley's Drywall	Daley's Drywall
	S&S Drywall	
	Williamson Construction	
	Basco Drywall	
	QC Drywall	
Flooring	ADCO Drywall	
	Peninsula Flooring	to be determined
	Homesite Services	
	Interdecor	
Painting	BT Mancini	
	ADM Painting	to be determined
	R. Bros. Painting	
	Anderson Painting	
	J&R Thompson, Inc.	
	Master Brush Painting	
	Bayview Painting	
Custom Painting		

**Segue Construction, Inc
Canada Faculty Staff Housing**

**SUBCONTRACTOR BID LIST
3.19.08**

CSI DIVISION	SUBCONTRACTORS	SUBCONTRACTOR BID USED.
DIVISION 10 SPECIALTIES		
Signage	Weidner Artsigns	Weidner
Toilet & Bath Accessories	Western Bldg. Spec. Signature Glass & Windows Repcold Distributors Creative Shower Door	Western Bldg. Spec.
DIVISION 11 EQUIPMENT		
Appliances	APD Standards of Excellence General Electric Sears	Sears
DIVISION 12 FURNISHINGS		
Window Blinds	Builders Drapery Service American Blinds	Builders Drapery
Cabinets	Euro-Rite Diablo Valley Meridian Whitestone Midcontinent Lanz	Euro-Rite
Countertops	Custom Design Royal VSS	Custom Design
Site Furnishings and Accessories	Native Son's Gateway Golden State	Native Son's
DIVISION 21 FIRE SPRINKLER		
Fire Sprinkler	Aegis Fire Cosco Seize 13 D Fire Protection BFP	RCM
DIVISION 22 PLUMBING		
Plumbing	City Front W.L. Hickey JR Pierce Edgington South Valley	South Valley
DIVISION 23 MECHANICAL		
HVAC	Selco Energy Store Russ Will Mechanical	Selco
DIVISION 26 ELECTRICAL		
Electrical	SJ Cimino Giacalone Helix Dawson Royal Rex Moore	Giacalone

BOARD REPORT 09-4-1A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. CHANGES IN STAFF ALLOCATION

College of San Mateo

Recommend creation of a new classified professional supervisory classification, "Planning and Research Analyst," at Grade 195S of the Classified Professional Supervisory Salary Schedule 40, effective April 2, 2009.

Also recommend a change in staff allocation to add one full-time, 12-month per year Planning and Research Analyst position and to delete one full-time, 12-month per year Project Director position (Grade 175S) at the President's Office, effective April 2, 2009. The classification change more accurately describes the increased responsibilities assigned to the position.

BOARD REPORT NO. 09-4-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

APPROVAL OF AGREEMENT WITH MILLER BROWN & DANNIS FOR LEGAL SERVICES

The District seeks to appoint Miller Brown & Dannis (“Attorney”) to represent, advise and counsel it from March 18, 2009 through and including June 30, 2010, and continuing thereafter as approved by the Board of Trustees. The Attorney will prepare periodic reviews of relevant court decisions, legislation and other legal issues. The Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

The District will pay the Attorney \$215.00 to \$300.00 per hour for shareholders, special counsel and of counsel; \$185.00 to \$215.00 per hour for associates; and \$110.00 to \$125.00 per hour for paralegals and law clerks. In addition, the District will pay the Attorney for other expenses as specified in the attached agreement.

RECOMMENDATION

It is recommended that the Board approve the attached agreement with Miller Brown & Dannis for the period March 18, 2009 through and including June 30, 2010, at the hourly rate and additional costs specified in the agreement.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this 18th day of March, 2009, by and between the San Mateo Community College District, hereinafter referred to as District, and Miller Brown & Dannis, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

District appoints Attorney to represent, advise, and counsel it from March 18, 2009, through and including June 30, 2010, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

District agrees to pay Attorney two hundred fifteen dollars (\$215) to three hundred dollars (\$300) per hour for shareholders, special counsel and of counsel; one hundred eighty-five dollars (\$185) to two hundred fifteen dollars (\$215) per hour for associates; and one hundred ten dollars (\$110) to one hundred twenty-five dollars (\$125) per hour for paralegals and law clerks. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of three-tenths (.3) of an hour. In addition, reasonable travel time will be charged at the regular hourly rate. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying costs, express postage, and facsimile transmittals. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

District further agrees to pay for major costs and expenses by paying third parties directly including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert witness

fees. Upon mutual consent of District and Attorney, Attorney may pay for such costs and expenses and District shall advance costs and expenses to Attorney.

Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

District or Attorney may terminate this Agreement by giving thirty (30) days written notice of termination to the other party.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

SAN MATEO COMMUNITY COLLEGE DISTRICT



Karen Schwarz
Board President

3/19/09
Date

MILLER BROWN & DANNIS



Gregory J. Dannis
Attorney at Law

3/20/09
Date

At its public meeting of _____, 2009, the Board approved this Agreement and authorized the Board president, Superintendent or Designee to execute this Agreement.

BOARD REPORT NO. 09-4-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Regina Stroud, Vice President, Instruction, Skyline College, 738-4321

**ACCEPTANCE OF DEPARTMENT OF LABOR COMMUNITY BASED
JOB TRAINING GRANT – SKYLINE COLLEGE**

The United States Department of Labor has awarded Skyline College a Community Based Job Training Grant to oversee the implementation and delivery of the San Francisco Bay Area Clean Energy Careers (BayCEC) project. The grant award amount is \$1,900,000 and the award period is February 15, 2009 through February 14, 2012. The Board of Trustees received a briefing on this grant project at its February 7 Retreat.

Energy is clearly the driving force of the American economy and the addition of energy efficiency, energy reduction and the use of alternative energy sources must occur if the economy is going to continue to move forward. The BayCEC project will fund a key partnership of community colleges, Workforce Investment Boards, non-profits and employers, to provide education and career pathways in selected clean energy careers. Skyline College is well suited to provide active leadership to BayCEC from its experience with WIA funded activities, career technical education across the continuum of education, and workforce development. Skyline College has shown leadership in clean energy with its prior development of Environmental Science and Technology curriculum.

BayCEC will create and provide training and career pathways in energy efficiency (energy auditing and retrofitting), environmental control technology (HVAC), and solar energy technology. Career pathways will provide multiple entries and exit points, include coursework at the K-12 system, CBO training centers and community colleges. Education and training will be provided to dislocated workers and returning veterans in environmental control systems and solar technology. Special emphasis will be placed on transitioning workers from the finance and retail industry to clean energy sales and customer service. The partnership will bring 260 new workers into clean energy careers. In addition, BayCEC will provide faculty training in clean energy careers, expand clean energy courses in high schools and ROPs, articulate those courses with the community college and implement a bridge course to provide basic skills necessary to enter clean energy career education programs.

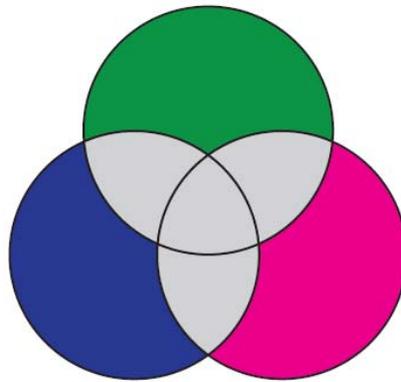
Skyline College partners in this project are: Laney College, College of Marin, San Mateo County Workforce Investment Board, Alameda County Workforce Investment Board, Cypress Mandela Training Center, Strategic Energy Innovation, Siemens, Controlco, Solar City, and PG&E.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Community Based Job Training Grant in the amount of \$1,900,000 for the period February 15, 2009 through February 14, 2012 as awarded by the United States Department of Labor.

San Mateo County Community College District

Distance Education Strategic Plan



Adopted by DEAC, April, 2008
Revised May 2008

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2007-2008 DEAC Membership

First Name	Last Name	Affiliation	Position
Jeremy	Ball*	CSM	Faculty, CSM Senate President
Diana	Bennett	CSM	Faculty
Kathy	Blackwood	District Office	Chief Financial Officer
Eric	Brenner	Skyline	Faculty
Dani	Castillo	Cañada	Faculty, <i>Co-chair</i>
Alma	Cervantes*	Skyline	Faculty
Patty	Dilko	Cañada	Faculty, District Academic Senate President
Susan	Estes	CSM	Vice President, Instruction
Betty	Fleming	CSM	District DE Coordinator
Nick	Kapp	Skyline	Faculty
Judith	Lariviere	Skyline	Faculty
Marilyn	Lawrence	CSM	General Manager, KCSM
Jing	Luan	District Office	VC-Educational Services & Planning, <i>Co-chair</i>
Marilyn	McBride	Cañada	Vice President, Instruction
Margery	Meadows	Skyline	Dean, Business Division
Eileen	O'Brien	CSM	Faculty
Felix	Perez	Skyline	Tutor Coordinator./Basic Skills Specialist
Jim	Petromilli	District Office	Director, CTL
Eric	Raznick	District Office	Director, ITS
Soraya	Sohrabi*	Cañada	Program Supervisor, Enrollment Services
Regina	Stanback-Stroud*	Skyline	Vice President, Instruction
Martha	Tilman	CSM	Dean, Coastside/Special Projects
Katie	Townsend-Merino*	Cañada	Dean, Humanities
Jonathan	Vasquez	Student	

* 06-07 members.

SMCCCD Distance Education Strategic Plan

Executive Summary

The development of the SMCCCD Distance Education Strategic Plan is guided by the SMCCCD Distance Education Vision Planning. The purpose of the Strategic Plan is to provide the District Colleges with specific Districtwide goals and broad strategic recommendations for planning distance education courses and programs.

The plan establishes specific Districtwide goals that are supported by the District Colleges as follows:

- 1) Increase student success rates in distance education to be the highest among the Bay Ten Districts.
- 2) Achieve and maintain 20% annual distance education enrollment growth (seat count) by 2018:
 - (a) to increase distance education enrollment to be 10% of total enrollments, and
 - (b) to bring distance education FTES to at least the Statewide average.

The plan includes several broad strategic recommendations for the District and Colleges to consider including: faculty and course offerings; support resources required; access, student success and retention.

The Districtwide goals and the broad strategic recommendations are based on data obtained both at the Statewide level and within the District. The data have been presented, analyzed and used as the basis for setting the above Districtwide goals, and are documented in a separate report accompanying this plan. The goals and recommendations in this plan were discussed at Distance Education Advisory Committee (DEAC) meetings with input from different constituents.

Terminologies

Throughout this document and the accompanying document “SMCCCD Distance Education Status and Guidelines”, these terms have consistent meaning as follows:

DE – Distance Education.

Asynchronous Instruction – It is the current dominant form of distance education. Asynchronous instruction does not require the simultaneous participation of all students and instructors. It utilizes tools such as threaded discussion, listservs, and voiceboards.

DED – Data element dictionary.

Success Rate – Rate of students obtaining grades of C or better.

SMCCCD Distance Education Course Definitions

The distance education courses in our District are offered via the following modalities.

Descriptor	Definition
Fully Online	Courses are conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online via proctoring arrangements or other means. Instructors require minimal or no mandatory on-campus meetings.
Hybrid	For state reporting purposes, courses that substitute 51% or more of face-to-face instructional hours with online work, and have some regularly scheduled class meetings are hybrid courses.
Telecourses	Courses which provide explanatory and illustrative subject material through a series of programs broadcast by KCSM TV or through DVDs or videotapes. On-campus meetings are held for introduction, review and testing. Telecourses are offered by CSM, through Cañada and most recently, one is offered through Skyline.

Additionally, many face-to-face courses in the Colleges utilize a variety of technology services, including the internet resources.

SMCCCD Distance Education Strategic Plan

Background

Broadening access to quality postsecondary educational opportunities for our county residents and beyond is one of our goals. For more than two decades, faculty in our District have offered courses via television/cable and hybrid modes. In mid-1990s, internet-based online courses were developed and offered to students. To better coordinate distance education efforts, the District formed the Distance Education Advisory Committee (DEAC) in 2006. Both the formation of the committee and the process of the committee sought input via shared governance. The committee is co-chaired by a faculty member and the Vice Chancellor of Educational Services and Planning. The Committee is charged to: provide strategic Districtwide goals for distance education for the next decade; evaluate the District's technology needs in assisting student learning; identify and disseminate best practices; and make Districtwide recommendations for enhancing the efforts in the assessment and expansion of distance education instructional modalities.

During the DEAC visioning process in 2007, the committee recommended the development of a district-level distance education plan. The envisioned plan would be based on research and best practices and would provide specific goals for both the District and the Colleges.

Research conducted for this plan showed unmet needs and gaps in distance education in our District in terms of enrollment, FTES generation, market saturation and student success (see the accompanying report, tentatively named "SMCCCD Distance Education Status and Best Practices". These findings were presented and discussed at DEAC meetings in late 2007. In February 2008, a presentation was made to the Board of Trustees during their Annual Retreat. The Board reviewed the available information, supported the work of DEAC and directed that the plan be fully developed. Later, the Board of Trustees added the following to their 2008 goals: "Upon completion and adoption of the District's distance education plan (scheduled for the spring), the District will begin implementation of the plan with annual review of goals and targets established by the Colleges in response to the plan."

Vision

Through the distance education program, the District will create innovative educational opportunities, provide responsive support services and strive for the high success and retention rates relative to (statewide or national) data. The District envisions the expansion of distance education offerings to increase distance education-based degrees and certificates.

Purpose

This strategic plan provides the District and Colleges with specific Districtwide goals, broad strategic recommendations, research, best practices and guidelines for planning growth in distance education courses and programs. The District and the Colleges will collaborate in order to successfully implement the distance education plans and strategies.

Districtwide Goals

- 1) Increase student success rates in distance education to be the highest among the Bay Ten Districts.
- 2) Achieve and maintain 20% annual distance education enrollment growth in the next 10 years:
 - a) to increase distance education enrollment to be 10% of total enrollments, and
 - b) to bring distance education FTES to at least the Statewide average.

To accomplish the Districtwide goals, the following recommendations are provided for the District and the Colleges to consider when developing and implementing strategies.

Faculty and Course Offerings

- Identify and promote guidelines and best practices for distance education teaching and learning.

- Identify programs, services, and the necessary additional technical support staff needed in order to assist faculty in the design, delivery, and ongoing maintenance of new and existing quality distance education curriculum.
- Expand distance education offerings that lead to the fulfillment of the general education requirements and additional distance education based degrees and certificates.
- Encourage faculty to participate in professional development programs, such as Structured Training for Online Teaching (STOT).

Resources

- Assess and project resource needs for distance education among the Colleges in the next 10 years and develop strategies to address the needs.
- Seek additional funding sources and opportunities for professional development.
- Explore and pursue business partnerships to offer customized online course offerings for businesses or specific employee training.
- Develop and implement District and College Technology Plans, while regularly assessing the current and future technology demand for programs and services and make strategic adjustments where necessary.

Access, Success, and Retention

- Enhance and further develop a variety of online student resources readily and easily accessible via the web to help students gain the technical skills and knowledge necessary to succeed in distance learning.
- Develop and implement student success and retention strategies by encouraging faculty, counselors and staff to better prepare and serve distance education students through communication, regular contact, use of online office hours, and other online student services.
- Continue assessing distance education needs of students and the community for the purpose of identifying and developing niche markets for distance education in the Colleges.

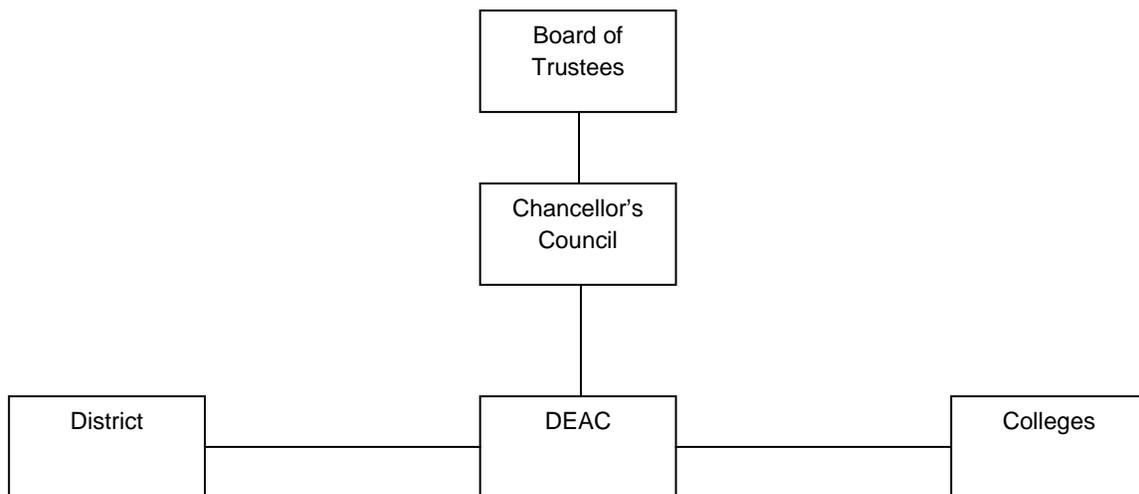
- Continue assessing academic support needs for distance education students; develop or assist in the development of a variety of comprehensive services in learning resources and student support.
- Develop District and College marketing plans to promote distance education programs and services to prospective students to further breakdown the geographical boundaries of our service areas.

Plan Implementation

Successful implementation of the SMCCCD Distance Education Strategic Plan will rely upon well-coordinated and highly-collaborative efforts among faculty and staff at the District and Colleges. At the District level, DEAC will continue to review overall progress made in distance education, discuss key trends and issues, and make Districtwide recommendations to the Chancellor's Council. The approaches taken by the Colleges to establish annual goals and targets and develop actions to meet them will be determined by each College and shared with DEAC.

The evaluation of the SMCCCD Distance Education Strategic Plan will be conducted biannually by DEAC in consultation with the Colleges using best practices in research and evaluation. The results of the evaluation will be widely shared with various constituent groups and used for strengthening the overall distance education programs and services in the District.

Communication Chart of DEAC



Delineation of Key Areas of Responsibilities

Every aspect of distance education must rely on the collaboration among all involved. Each entity identified below has primary responsibilities over certain areas and shared responsibilities in other areas.

	District	Colleges
Policy Recommendations	DEAC for Districtwide	Colleges for campus based
Procedures		Colleges
Establishing Goals	DEAC for Districtwide	Colleges for campus based
Establishing Annual Targets		Colleges
Monitoring Progress, Reporting, Evaluation of Goals	DEAC, DRC, DSSWAG	Colleges for campus based
Establish Standards & Guidelines	Jointly among District and Colleges	Jointly among District and Colleges
Resource Allocations	Jointly among District and Colleges	Jointly among District and Colleges
Compliance with Section 508 (Web Accessibility)	DEAC identified best practices and training for faculty/staff	Colleges in monitoring compliance

Additional Resources

System Office Regulations and Guidelines for Distance Education

<http://www.cccco.edu/Portals/4/AA/Distance%20Education/DEGuidelinesMar2004.pdf>

System Office Distance Education Access Guidelines for Students with Disabilities

http://www.cccco.edu/Portals/4/AA/Distance%20Education/Distance_Education_Access_Guidelines.doc

DEAC Website

<http://www.smccd.edu/accounts/smccd/departments/educationservices/deac/default.shtml>

SMCCCD Distance Education Status and Guidelines