

**Santa Barbara City College**  
**Distance Education Workgroup**  
**Friday, November 20, 2009**  
**10:00 am – 12:00 pm**  
**A118C**  
**Agenda**

**1. Overall Objectives of the Workgroup**

- a. Analyze services available to students in distance education versus traditional, on campus classes and determine "equivalent" services, determine status and make recommendation to close gaps, if any, or make necessary enhancements/improvements to existing services for distance education students (this is an accreditation standard requirement).
- b. Analyze and provide recommendations regarding the overall infrastructure needed to support the online offerings at the college and help expand them.
- c. Address objectives related to distance education in the College Plan 2008-11, District Technology Plan 2008-11, Enrollment Management Plan 2009-11 and self study planning agendas.

**2. Role of Workgroup Members and Expectations for the Workgroup**

**3. November 2009 – May 2010 Proposed Activities and Major Deliverables (some will take place in parallel)**

- a. Definition/ determination of what "equivalent" services mean taking into account ACCJC expectations and SBCC environment – complete by February 19, 2010
- b. Inventory and analysis of existing on-campus services and appropriateness and availability for online students – complete by March 31, 2010
- c. Select three or four CA community colleges with high percentage of distance education FTES (particularly, Internet based – synchronous and asynchronous per Chancellor's Office definition) and conduct case studies to see, through interviews and direct data sources available, what services they offer to fully online students, how they deliver these services and, more generally, what is the overall infrastructure supporting online offerings – complete by March 31, 2010
  - i. Select colleges
  - ii. Develop/determine information to be obtained
  - iii. Obtain information/conduct analysis
  - iv. Prepare report
- d. Develop approach to analyze need for after hours support and type of support needed; conduct analysis; prepare report and recommendations – complete by April 30, 2010

- e. Develop survey instrument in support of distance education planning agenda “develop and administer a survey of online students to determine the support services students need to successfully complete their courses” (survey will be administered in fall 2010) – complete by April 30, 2010
- f. Conduct cost analysis of online education at SBCC – complete by April 30, 2010
- g. Develop conceptual framework for analysis, review and discussion of objective related to overall infrastructure - work on this objective will take place in fall 2010 – complete by May 15, 2010

#### **4. ACCJC Distance Learning Manual, 2008**

##### **Students and Student Services**

Students receive clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies (p. 11).

Availability and use of appropriate, equivalent, (and sometimes personalized) learning resources are essentials of a supportive and successful distance learning program (p. 5).

Enrolled students have reasonable and adequate access to the range of student services appropriate to support their learning and assess their progress (p. 11).

- Access to student services such as admissions, orientation, financial aid, registration, advisement, tutoring, and other appropriate student services and technical support should be made available (p. 5).
- How does the institution provide adequate access to the range of student services appropriate to support the programs, including admissions, financial aid, academic advising, delivery of course materials, placement, and counseling? (p. 13).

Students have the background, knowledge, and technical skills needed to successfully use the technology involved in their course work (p. 11).

Advertising, recruiting, and admissions materials clearly and accurately represent the courses and programs, and the services available (p. 11).

#### **5. Relevant Documents (I:\documentation\Distance Education Work Group):**

##### **1. External Documents**

- Distance Learning Manual (ACCJC, 2008)  
[http://accjc.org/pdf/Distance\\_Learning\\_Manual\\_August\\_2008.pdf](http://accjc.org/pdf/Distance_Learning_Manual_August_2008.pdf)
- Evidence of Quality in Distance Education Programs drawn from Interviews with the Accreditation Community (U.S. Department of Education, 2006)

- Creating Web-based Student Services for Online Learners (WCET, 2002)
- Distance Education Access Guidelines for Students with Disabilities (1999)  
[http://www.htctu.net/publications/guidelines/distance\\_ed/disted.htm](http://www.htctu.net/publications/guidelines/distance_ed/disted.htm)

## 2. SBCC Documents

- College Plan 2008-11
- District Technology Plan 2008-11
- SBCC Online Program Review, 2009
- Substantive Change Application, 2009
- Institutional Self-Study for Re-affirmation of Accreditation June 2009:
  - a. Standard IIB
  - b. Standard IIIC
- SBCC Online Tactical Plan, 2009-11
- SBCC Online Enrollment Management Plan, 2009-11
- Online Student Data Summary Report – 2007-08 (will be updated to include 2008-09)
- Others?

**Santa Barbara City College  
Distance Education Workgroup  
Members**

Jack Friedlander – Co-chair  
Doug Hersh – Co-chair  
Ignacio Alarcon  
Ofelia Arellano  
Liz Auchincloss  
Darla Branda/Janet Robertson  
Allison Curtis  
Robert Else  
Mohammad El-Soussi  
Mark Ferrer  
Emily Harrington/Dano Pagenkopf (students)  
Keith McLellan  
Matthew Mooney  
Kenley Neufeld  
Gwyer Schuyler  
Karen Sophiea  
Laurie Vasquez  
Jason Walker  
Dan Watkins

**Planning Agendas Related to Distance Education Identified in the  
Institutional Self Study  
for Reaffirmation of Accreditation**

1. Faculty in individual departments will review SLO data comparing students in online sections with those in face-to-face sections when this data first becomes available in 2009-10. By September 2010, improvement plans will be developed based on the review of the data collected.
  
2. By fall 2010, develop and administer a survey of online students to determine the support services students need to successfully complete their courses.
  
3. Staff will study the feasibility of expanding its existing support for students and faculty from a five-day per week 8:30 a.m. – 4:30 p.m. service, to one that includes nights and weekends.

2008-09 Annual Credit FTES  
Source: Chancellor's Office Data Mart  
Sorted by Distance Education Type and % of Total FTES

District	College	Dist. Ed. Type	DE Credit FTES	Total Credit FTES	% DE Credit FTES by Type
South Orange County CCD	Saddleback	Audio cassette; Compact Disk	51.24	14,688.42	0.3%
Southwestern CCD	Southwestern	Computer Assisted Instruction (CAI)	3,126.67	15,710.89	19.9%
Cerritos CCD	Cerritos	Computer Assisted Instruction (CAI)	1,466.68	19,800.89	7.4%
Palomar CCD	Palomar	Computer Assisted Instruction (CAI)	1,301.88	20,220.61	6.4%
West Kern CCD	Taft	Computer Assisted Instruction (CAI)	41.05	722.44	5.7%
Merced CCD	Merced	Computer Assisted Instruction (CAI)	363.88	9,202.44	4.0%
Ventura CCD	Oxnard	Computer Assisted Instruction (CAI)	97.97	5,485.79	1.8%
Chaffey CCD	Chaffey	Computer Assisted Instruction (CAI)	43.71	15,211.01	0.3%
Santa Clarita CCD	Canyons	Computer Assisted Instruction (CAI)	10.88	14,960.71	0.1%
Chabot-Las Positas CCD	Las Positas	Computer Assisted Instruction (CAI)	2.39	6,596.06	0.0%
San Jose CCD	Evergreen Valley	Computer Assisted Instruction (CAI)	0.77	7,817.98	0.0%
Palo Verde CCD	Palo Verde	Correspondence, E-mail, newspaper	753.6	1,895.34	39.8%
Lassen CCD	Lassen	Correspondence, E-mail, newspaper	555.62	2,001.27	27.8%
Kern CCD	Cerro Coso	Correspondence, E-mail, newspaper	618.58	3,569.15	17.3%
Kern CCD	Porterville	Correspondence, E-mail, newspaper	264.22	3,383.08	7.8%
Feather River CCD	Feather River	Correspondence, E-mail, newspaper	99.48	2,102.46	4.7%
Sequoias CCD	Sequoias	Correspondence, E-mail, newspaper	16.56	9,534.48	0.2%
Sonoma CCD	Santa Rosa	Correspondence, E-mail, newspaper	3.58	18,640.92	0.0%
Los Rios CCD	American River	Correspondence, E-mail, newspaper	2.07	25,664.61	0.0%
Barstow CCD	Barstow	Internet - Asynchronous Instruction	1,508.81	3,255.65	46.3%
Coast CCD	Coastline	Internet - Asynchronous Instruction	2,511.54	6,622.02	37.9%
Los Angeles CCD	West LA	Internet - Asynchronous Instruction	2,956.88	8,939.07	33.1%
West Hills CCD	West Hills Coalinga	Internet - Asynchronous Instruction	681.59	2,878.16	23.7%
West Hills CCD	West Hills Lemoore	Internet - Asynchronous Instruction	744.71	3,231.95	23.0%
Foothill CCD	Foothill	Internet - Asynchronous Instruction	3,032.45	15,804.82	19.2%
Kern CCD	Cerro Coso	Internet - Asynchronous Instruction	652.57	3,569.15	18.3%
South Orange County CCD	Saddleback	Internet - Asynchronous Instruction	2,585.35	14,688.42	17.6%
Mt. San Jacinto CCD	Mt. San Jacinto	Internet - Asynchronous Instruction	2,014.55	12,022.24	16.8%
Rio Hondo CCD	Rio Hondo	Internet - Asynchronous Instruction	2,433.26	14,871.75	16.4%
Yosemite CCD	Modesto	Internet - Asynchronous Instruction	2,493.75	15,769.42	15.8%
West Kern CCD	Taft	Internet - Asynchronous Instruction	107.99	722.44	14.9%
Lake Tahoe CCD	Lake Tahoe	Internet - Asynchronous Instruction	283.79	1,905.63	14.9%
San Joaquin Delta CCD	San Joaquin Delta	Internet - Asynchronous Instruction	2,519.28	16,929.69	14.9%
Allan Hancock CCD	Allan Hancock	Internet - Asynchronous Instruction	1,414.31	9,695.79	14.6%
Grossmont CCD	Cuyamaca	Internet - Asynchronous Instruction	768.77	5,496.85	14.0%
Coast CCD	Golden West	Internet - Asynchronous Instruction	1,491.94	10,939.22	13.6%
West Valley CCD	West Valley	Internet - Asynchronous Instruction	1,297.30	9,724.29	13.3%
Santa Clarita CCD	Canyons	Internet - Asynchronous Instruction	1,920.80	14,960.71	12.8%
Siskiyou CCD	Siskiyou	Internet - Asynchronous Instruction	334.13	2,640.21	12.7%
Los Angeles CCD	LA Mission	Internet - Asynchronous Instruction	817.3	6,499.64	12.6%
Shasta Tehama CCD	Shasta	Internet - Asynchronous Instruction	1,002.74	8,086.03	12.4%
San Diego CCD	San Diego Mesa	Internet - Asynchronous Instruction	1,904.46	15,450.07	12.3%
Citrus CCD	Citrus	Internet - Asynchronous Instruction	1,486.82	12,318.66	12.1%
Chabot-Las Positas CCD	Chabot Hayward	Internet - Asynchronous Instruction	1,263.42	10,713.34	11.8%
South Orange County CCD	Irvine	Internet - Asynchronous Instruction	912.94	7,966.19	11.5%
Santa Monica CCD	Santa Monica	Internet - Asynchronous Instruction	3,141.61	27,470.38	11.4%

2008-09 Annual Credit FTES  
Source: Chancellor's Office Data Mart  
Sorted by Distance Education Type and % of Total FTES

District	College	Dist. Ed. Type	DE Credit FTES	Total Credit FTES	% DE Credit FTES by Type
Chabot-Las Positas CCD	Las Positas	Internet - Asynchronous Instruction	725.24	6,596.06	11.0%
Santa Barbara CCD	Santa Barbara	Internet - Asynchronous Instruction	1583	15,138.15	10.5%
Peralta CCD	Alameda	Internet - Asynchronous Instruction	407.88	4,061.50	10.0%
Grossmont CCD	Grossmont	Internet - Asynchronous Instruction	1,325.03	13,306.57	10.0%
Copper Mountain	Copper Mountain	Internet - Asynchronous Instruction	199.06	2,018.71	9.9%
Mendocino CCD	Mendocino	Internet - Asynchronous Instruction	285.2	3,014.10	9.5%
Ventura CCD	Ventura	Internet - Asynchronous Instruction	1,098.44	11,806.66	9.3%
Riverside CCD	Riverside	Internet - Asynchronous Instruction	2,847.66	31,013.28	9.2%
West Valley CCD	Mission	Internet - Asynchronous Instruction	591.93	6,489.52	9.1%
Contra Costa CCD	Diablo Valley	Internet - Asynchronous Instruction	1,595.59	17,634.92	9.0%
Sierra CCD	Sierra	Internet - Asynchronous Instruction	1,346.32	14,959.53	9.0%
Ohlone CCD	Ohlone	Internet - Asynchronous Instruction	820.79	9,276.00	8.8%
Los Rios CCD	Folsom Lake	Internet - Asynchronous Instruction	530.77	6,230.47	8.5%
Los Angeles CCD	LA Swest	Internet - Asynchronous Instruction	450.25	5,285.58	8.5%
Palomar CCD	Palomar	Internet - Asynchronous Instruction	1,722.42	20,220.61	8.5%
San Bernardino CCD	San Bernardino	Internet - Asynchronous Instruction	946.08	11,249.45	8.4%
Los Rios CCD	Cosumnes River	Internet - Asynchronous Instruction	915.13	11,047.58	8.3%
Redwoods CCD	Redwoods	Internet - Asynchronous Instruction	450.78	5,470.86	8.2%
El Camino CCD	El Camino	Internet - Asynchronous Instruction	1,787.15	22,230.98	8.0%
Peralta CCD	Berkeley City	Internet - Asynchronous Instruction	322.1	4,208.00	7.7%
Compton CCD	Compton	Internet - Asynchronous Instruction	354.03	4,685.39	7.6%
Los Rios CCD	American River	Internet - Asynchronous Instruction	1,899.87	25,664.61	7.4%
Kern CCD	Bakersfield	Internet - Asynchronous Instruction	1,054.90	14,635.40	7.2%
Rancho Santiago CCD	Santiago Canyon	Internet - Asynchronous Instruction	588.78	8,184.12	7.2%
San Diego CCD	San Diego City	Internet - Asynchronous Instruction	803.55	11,473.81	7.0%
San Mateo CCD	Skyline	Internet - Asynchronous Instruction	533.23	7,716.76	6.9%
Sequoias CCD	Sequoias	Internet - Asynchronous Instruction	628.51	9,534.48	6.6%
Los Angeles CCD	LA Harbor	Internet - Asynchronous Instruction	448.22	6,923.12	6.5%
Antelope CCD	Antelope Valley	Internet - Asynchronous Instruction	755.69	11,887.03	6.4%
Los Angeles CCD	LA Trade	Internet - Asynchronous Instruction	796.78	12,766.09	6.2%
Los Angeles CCD	East LA	Internet - Asynchronous Instruction	1,344.93	21,625.48	6.2%
Sonoma CCD	Santa Rosa	Internet - Asynchronous Instruction	1,125.45	18,640.92	6.0%
Long Beach CCD	Long Beach	Internet - Asynchronous Instruction	1,312.92	21,748.95	6.0%
Napa CCD	Napa	Internet - Asynchronous Instruction	338.11	5,617.87	6.0%
Ventura CCD	Moorpark	Internet - Asynchronous Instruction	854.91	14,377.67	5.9%
Los Angeles CCD	LA Valley	Internet - Asynchronous Instruction	744.92	12,658.72	5.9%
Peralta CCD	Merritt	Internet - Asynchronous Instruction	267.05	4,600.97	5.8%
North Orange CCD	Cypress	Internet - Asynchronous Instruction	646.11	11,230.45	5.8%
Chaffey CCD	Chaffey	Internet - Asynchronous Instruction	857.14	15,211.01	5.6%
Coast CCD	Orange Coast	Internet - Asynchronous Instruction	1,163.98	20,724.78	5.6%
San Luis Obispo CCD	Cuesta	Internet - Asynchronous Instruction	541.04	9,861.80	5.5%
State Center CCD	Reedley College	Internet - Asynchronous Instruction	561.98	11,184.24	5.0%
Hartnell CCD	Hartnell	Internet - Asynchronous Instruction	374.02	7,836.04	4.8%
Rancho Santiago CCD	Santa Ana	Internet - Asynchronous Instruction	815.72	17,335.44	4.7%
Cabrillo CCD	Cabrillo	Internet - Asynchronous Instruction	526.08	11,686.58	4.5%
Peralta CCD	Laney	Internet - Asynchronous Instruction	410.27	9,154.66	4.5%

2008-09 Annual Credit FTES  
Source: Chancellor's Office Data Mart  
Sorted by Distance Education Type and % of Total FTES

District	College	Dist. Ed. Type	DE Credit FTES	Total Credit FTES	% DE Credit FTES by Type
Los Rios CCD	Sacramento City	Internet - Asynchronous Instruction	842.2	19,521.55	4.3%
Monterey CCD	Monterey	Internet - Asynchronous Instruction	255.89	6,169.08	4.1%
San Bernardino CCD	Crafton Hills	Internet - Asynchronous Instruction	194.45	4,824.25	4.0%
Pasadena CCD	Pasadena	Internet - Asynchronous Instruction	976.1	25,184.62	3.9%
Gavilan CCD	Gavilan	Internet - Asynchronous Instruction	190.99	5,024.21	3.8%
Butte CCD	Butte	Internet - Asynchronous Instruction	426.26	11,380.37	3.7%
Foothill CCD	Deanza	Internet - Asynchronous Instruction	823.02	21,996.06	3.7%
Contra Costa CCD	Los Medanos	Internet - Asynchronous Instruction	286.85	8,965.19	3.2%
Los Angeles CCD	LA Pierce	Internet - Asynchronous Instruction	500.18	15,958.69	3.1%
Los Angeles CCD	LA City	Internet - Asynchronous Instruction	400.51	13,217.51	3.0%
North Orange CCD	Fullerton	Internet - Asynchronous Instruction	532.9	17,724.50	3.0%
Yosemite CCD	Columbia	Internet - Asynchronous Instruction	67.85	2,279.76	3.0%
Lassen CCD	Lassen	Internet - Asynchronous Instruction	54.29	2,001.27	2.7%
San Mateo CCD	San Mateo	Internet - Asynchronous Instruction	220.48	8,635.15	2.6%
Mt. San Antonio CCD	Mt San Antonio	Internet - Asynchronous Instruction	651.11	25,836.57	2.5%
Contra Costa CCD	Contra Costa	Internet - Asynchronous Instruction	128.12	6,366.19	2.0%
State Center CCD	Fresno City	Internet - Asynchronous Instruction	404.22	20,118.82	2.0%
San Francisco CCD	San Francisco	Internet - Asynchronous Instruction	587.81	31,174.54	1.9%
Feather River CCD	Feather River	Internet - Asynchronous Instruction	35.46	2,102.46	1.7%
MiraCosta CCD	MiraCosta	Internet - Asynchronous Instruction	62.66	6,489.52	1.0%
San Mateo CCD	Canada	Internet - Asynchronous Instruction	36.03	4,290.56	0.8%
Ventura CCD	Oxnard	Internet - Asynchronous Instruction	43.3	5,485.79	0.8%
Imperial CCD	Imperial	Internet - Asynchronous Instruction	68.72	9,326.54	0.7%
San Diego CCD	San Diego Miramar	Internet - Asynchronous Instruction	35.94	6,909.43	0.5%
Palo Verde CCD	Palo Verde	Internet - Asynchronous Instruction	5.15	1,895.34	0.3%
Marin CCD	Marin	Internet - Asynchronous Instruction	5.03	2,184.91	0.2%
San Diego CCD	San Diego Miramar	Internet - Synchronous Instruction	1,447.33	6,909.43	20.9%
Victor Valley CCD	Victor Valley	Internet - Synchronous Instruction	1,516.25	10,204.80	14.9%
Yuba CCD	Yuba	Internet - Synchronous Instruction	734.98	7,334.82	10.0%
San Diego CCD	San Diego City	Internet - Synchronous Instruction	889.64	11,473.81	7.8%
Glendale CCD	Glendale	Internet - Synchronous Instruction	883.22	13,982.20	6.3%
Yuba CCD	Woodland	Internet - Synchronous Instruction	96.74	1,673.51	5.8%
Kern CCD	Bakersfield	Internet - Synchronous Instruction	353.12	14,635.40	2.4%
Marin CCD	Marin	Internet - Synchronous Instruction	22.55	2,184.91	1.0%
San Luis Obispo CCD	Cuesta	Internet - Synchronous Instruction	101.47	9,861.80	1.0%
Palo Verde CCD	Palo Verde	Internet - Synchronous Instruction	14.9	1,895.34	0.8%
Ventura CCD	Oxnard	Internet - Synchronous Instruction	36.51	5,485.79	0.7%
San Joaquin Delta CCD	San Joaquin Delta	Internet - Synchronous Instruction	46.38	16,929.69	0.3%
Imperial CCD	Imperial	Internet - Synchronous Instruction	25.31	9,326.54	0.3%
Kern CCD	Porterville	Internet - Synchronous Instruction	2.9	3,383.08	0.1%
Mt. San Antonio CCD	Mt San Antonio	Internet - Synchronous Instruction	15.59	25,836.57	0.1%
San Diego CCD	San Diego Mesa	Internet - Synchronous Instruction	5.97	15,450.07	0.0%
Los Rios CCD	Sacramento City	Internet - Synchronous Instruction	4.53	19,521.55	0.0%
Los Angeles CCD	LA ITV	On demand TV Broadcast; DVD	1,507.16	1,507.16	100.0%
Coast CCD	Coastline	On demand TV Broadcast; DVD	2,097.51	6,622.02	31.7%
Contra Costa CCD	Contra Costa	On demand TV Broadcast; DVD	235.13	6,366.19	3.7%



2008-09 Annual Credit FTES  
Source: Chancellor's Office Data Mart  
Sorted by Distance Education Type and % of Total FTES

District	College	Dist. Ed. Type	DE Credit FTES	Total Credit FTES	% DE Credit FTES by Type
Ventura CCD	Moorpark	On demand TV Broadcast; DVD	437.65	14,377.67	3.0%
Monterey CCD	Monterey	On demand TV Broadcast; DVD	144.06	6,169.08	2.3%
West Valley CCD	Mission	On demand TV Broadcast; DVD	166.72	7,341.68	2.3%
Foothill CCD	Deanza	On demand TV Broadcast; DVD	493.99	21,996.06	2.2%
San Mateo CCD	San Mateo	On demand TV Broadcast; DVD	171.14	8,635.15	2.0%
Pasadena CCD	Pasadena	On demand TV Broadcast; DVD	428	25,184.62	1.7%
Compton CCD	Compton	On demand TV Broadcast; DVD	71.96	4,685.39	1.5%
San Jose CCD	Evergreen Valley	On demand TV Broadcast; DVD	108.94	7,817.98	1.4%
Mendocino CCD	Mendocino	On demand TV Broadcast; DVD	39.89	3,014.10	1.3%
Kern CCD	Bakersfield	On demand TV Broadcast; DVD	174.63	14,635.40	1.2%
Yosemite CCD	Modesto	On demand TV Broadcast; DVD	180.13	15,769.42	1.1%
Ventura CCD	Oxnard	On demand TV Broadcast; DVD	58.74	5,485.79	1.1%
San Bernardino CCD	Crafton Hills	On demand TV Broadcast; DVD	48.94	4,824.25	1.0%
Palomar CCD	Palomar	On demand TV Broadcast; DVD	186.2	20,220.61	0.9%
Rancho Santiago CCD	Santa Ana	On demand TV Broadcast; DVD	151.39	17,335.44	0.9%
West Valley CCD	West Valley	On demand TV Broadcast; DVD	83.61	9,724.29	0.9%
Butte CCD	Butte	On demand TV Broadcast; DVD	83.32	11,380.37	0.7%
Allan Hancock CCD	Allan Hancock	On demand TV Broadcast; DVD	53.92	9,695.79	0.6%
El Camino CCD	El Camino	On demand TV Broadcast; DVD	123.57	22,230.98	0.6%
Chabot-Las Positas CCD	Chabot Hayward	On demand TV Broadcast; DVD	58.6	10,713.34	0.5%
Glendale CCD	Glendale	On demand TV Broadcast; DVD	68.86	13,982.20	0.5%
Ventura CCD	Ventura	On demand TV Broadcast; DVD	49.27	11,806.66	0.4%
San Mateo CCD	Canada	On demand TV Broadcast; DVD	14.52	4,290.56	0.3%
Antelope CCD	Antelope Valley	On demand TV Broadcast; DVD	37.91	11,887.03	0.3%
San Francisco CCD	San Francisco	On demand TV Broadcast; DVD	91.08	31,174.54	0.3%
Marin CCD	Marin	On demand TV Broadcast; DVD	5.76	2,184.91	0.3%
Peralta CCD	Laney	On demand TV Broadcast; DVD	21.46	9,154.66	0.2%
South Orange County CCD	Saddleback	On demand TV Broadcast; DVD	29.3	14,688.42	0.2%
Los Rios CCD	Sacramento City	On demand TV Broadcast; DVD	34.18	19,521.55	0.2%
Long Beach CCD	Long Beach	On demand TV Broadcast; DVD	33.14	21,748.95	0.2%
Sequoias CCD	Sequoias	On demand TV Broadcast; DVD	12.25	9,534.48	0.1%
San Mateo CCD	Skyline	On demand TV Broadcast; DVD	3.55	7,716.76	0.0%
Riverside CCD	Riverside	On demand TV Broadcast; DVD	13.17	31,013.28	0.0%
San Bernardino CCD	San Bernardino	On demand TV Broadcast; DVD	4.52	11,249.45	0.0%
Santa Clarita CCD	Canyons	On demand TV Broadcast; DVD	4.42	14,960.71	0.0%
Los Rios CCD	American River	On demand TV Broadcast; DVD	7.1	25,664.61	0.0%
San Francisco CCD	San Francisco	On demand TV Broadcast; DVD	0	31,174.54	0.0%
Mt. San Antonio CCD	Mt San Antonio	Other passive media	562.53	25,836.57	2.2%
Mendocino CCD	Mendocino	Other passive media	10.78	3,014.10	0.4%
South Orange County CCD	Saddleback	Other passive media	45.72	14,688.42	0.3%
San Jose CCD	Evergreen Valley	Other passive media	15.3	7,817.98	0.2%
Sonoma CCD	Santa Rosa	Other passive media	2.19	18,640.92	0.0%
San Jose CCD	San Jose City	Radio Broadcast with Internet chat	545.1	8,484.95	6.4%
San Jose CCD	Evergreen Valley	Radio Broadcast with Internet chat	162.48	7,817.98	2.1%
Foothill CCD	Deanza	Radio Broadcast with Internet chat	9.98	21,996.06	0.0%
South Orange County CCD	Saddleback	Radio Broadcast with Internet chat	3.42	14,688.42	0.0%

2008-09 Annual Credit FTES  
Source: Chancellor's Office Data Mart  
Sorted by Distance Education Type and % of Total FTES

District	College	Dist. Ed. Type	DE Credit FTES	Total Credit FTES	% DE Credit FTES by Type
Los Rios CCD	Cosumnes River	TV Broadcast with audio bridge	121.82	11,047.58	1.1%
Sierra CCD	Sierra	TV Broadcast with audio bridge	91.8	14,959.53	0.6%
Yuba CCD	Yuba	TV Broadcast with audio bridge	29.54	7,334.82	0.4%
Los Rios CCD	Sacramento City	TV Broadcast with audio bridge	45.22	19,521.55	0.2%
Yosemite CCD	Modesto	TV Broadcast with audio bridge	20.76	15,769.42	0.1%
Foothill CCD	Deanza	TV Broadcast with audio bridge	25.3	21,996.06	0.1%
Redwoods CCD	Redwoods	TV Broadcast with audio bridge	2.16	5,470.86	0.0%
North Orange CCD	Fullerton	TV Broadcast with audio bridge	2.77	17,724.50	0.0%
West Hills CCD	West Hills Coalinga	Videoconference with audio bridge	134.02	2,878.16	4.7%
Siskiyou CCD	Siskiyou	Videoconference with audio bridge	112.63	2,640.21	4.3%
Yuba CCD	Yuba	Videoconference with audio bridge	128.82	7,334.82	1.8%
Kern CCD	Cerro Coso	Videoconference with audio bridge	44.15	3,569.15	1.2%
Kern CCD	Bakersfield	Videoconference with audio bridge	100.63	14,635.40	0.7%
Palo Verde CCD	Palo Verde	Videoconference with audio bridge	10.07	1,895.34	0.5%
Los Rios CCD	Folsom Lake	Videoconference with audio bridge	32	6,230.47	0.5%
Los Rios CCD	Cosumnes River	Videoconference with audio bridge	40.38	11,047.58	0.4%
State Center CCD	Reedley College	Videoconference with audio bridge	28.95	11,184.24	0.3%
Peralta CCD	Laney	Videoconference with audio bridge	13.9	9,154.66	0.2%
Sequoias CCD	Sequoias	Videoconference with audio bridge	14.1	9,534.48	0.1%
Butte CCD	Butte	Videoconference with audio bridge	12.73	11,380.37	0.1%
State Center CCD	Fresno City	Videoconference with audio bridge	20.59	20,118.82	0.1%
Yuba CCD	Woodland	Videoconference with audio bridge	1.44	1,673.51	0.1%
Los Rios CCD	Sacramento City	Videoconference with audio bridge	14.38	19,521.55	0.1%
Redwoods CCD	Redwoods	Videoconference with audio bridge	3.91	5,470.86	0.1%
San Bernardino CCD	San Bernardino	Videoconference with audio bridge	4.42	11,249.45	0.0%
Hartnell CCD	Hartnell	Videoconference with audio bridge	2.88	7,836.04	0.0%

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811  
(916) 445-8752

[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



September 16, 2009

**TO:** Chief Executive Officers, Chief Business Officers, Chief Student Services Officers

**FROM:** Linda Michalowski, Vice Chancellor for Student Services and Special Programs  
Erik Skinner, Vice Chancellor for Fiscal Policy

**SUBJECT:** Administrative Relief for Student Services Categorical Programs

**Synopsis:** With the deep budget cuts to most categorical programs for 2009-10 and the likelihood of further cuts in 2010-11 when federal stimulus funds are no longer available, colleges are making difficult decisions about the allocation of their limited funds to best serve student needs. This memo addresses certain student services categorical programs and transmits a series of administrative relief measures to assist colleges in planning for and administering those programs in this unprecedented budget environment to ensure that every dollar possible is spent on direct services to students.

The *2009-10 Budget Act* provides districts with “categorical flexibility” for 10 programs, as described in an August 29 guidance memorandum to the field. This memorandum, in contrast, addresses administrative accommodations that we are able to provide within the provisions of current law and regulations for programs that are not in the flexibility category—CalWORKs, DSPS, EOPS and Student Financial Aid Administration.

**Areas of Immediate Administrative Relief:**

**CalWORKs (California Work Opportunity and Responsibility to Kids)**

- 1. Work Study Requirement:** We will reduce the amount of funds a district is required to expend for work study proportionately with the reduction in State Proposition 98 funds appropriated for 2009-10. In subsequent years, the CalWORKs Work Study amount will be maintained at the 2009-10 level or adjusted proportionately to any further decrease or increase in the amount of State Proposition 98 funds appropriated.
- 2. Program Plan and Budget Forms:** We are reviewing and will simplify the program plan and budget reporting form to collect only the minimum information necessary to satisfy the statutory requirement that colleges submit a program application and to meet our reporting obligations for federal Temporary Assistance to Needy Families (TANF) Maintenance of Effort (MOE). This change will be completed for 2009-10 reporting.
- 3. Child Care Funds Redirection:** Program staff has streamlined the process to allow districts/colleges to request redirection of child care funds to other program uses at the time that the budget is initially submitted to the Chancellor's Office. This change is effective for 2009-10.

4. **Determination of CalWORKs Eligibility:** We have modified the timing of determining and/or verifying eligibility for community college CalWORKs services to provide flexibility within the term. We will continue to monitor this issue and provide additional guidance if needed.
5. **Purchase of Computer Hardware and Software:** We will provide blanket approval through 2012-13 for purchases of necessary computer hardware or software to be used for the CalWORKs program. Colleges will not need to submit a Request to Purchase Equipment.

### **Disabled Students Programs and Services**

1. **Student Education Plan:** Colleges are advised that, to help relieve workload for general counseling, DSPS counselors can provide the Student Education Plan (SEP) for DSPS students. Colleges should be aware that SEPs completed by DSPS staff for DSPS students should include the accommodations and services to be provided to assist the students in achieving their educational goals.
2. **Special Class Instruction:** Although funding may be used to provide specialized instruction to students with disabilities, colleges are advised that special class instruction is not mandated as long as alternate accommodations for students with disabilities are provided in general instruction.
3. **DSPS Program Plan:** We are reviewing and simplifying the DSPS Program Plan to collect only the minimum content requirements necessary to satisfy statutory requirements. In addition, we are relaxing the submission deadlines.
4. **Staffing:** Title 5 establishes minimum qualifications for DSPS counselors and instructors. In addition, it specifies that each college must designate a DSPS Coordinator. Colleges are advised that the minimum requirements for counselors and instructors may be met also through a locally approved equivalency process. In addition, colleges should be aware that the DSPS Coordinator position is not required to be full-time as long as the Coordinator meets the minimum qualifications established by Title 5 and is paid with DSPS funds only for the portion of time assigned to DSPS.
5. **DSPS Advisory Committee:** Title 5 establishes the requirement of a college DSPS advisory committee, the basic composition of the committee and that the committee must meet not less than once per year. Colleges are advised that "meetings" can include telephone or online communication.
6. **Moving funds between colleges in a multi-college district:** DSPS guidelines require that districts request prior written approval from the Chancellor's Office before redistributing allocated funds to its colleges. We are waiving this requirement through 2012-13.

**Note:** Colleges are reminded that federal disability non-discrimination laws, specifically Section 504 of the *Rehabilitation Act of 1973* (29 USC, Sec. 794 et. seq.), the *Americans with Disabilities Act* or ADA (42 USC, Sec. 12101 et. seq.) and state law (Gov. Code Sec. 11135 et. seq.) require colleges to provide disability-related auxiliary aids and services, and other reasonable accommodations to meet the needs of students with disabilities. Federal regulations implementing the ADA require that all resources of a public institution are to be considered available to meet the needs of eligible students with disabilities (28 CFR, Sec. 36.151). In keeping with this regulation, the U.S. Department of Education Office for Civil Rights and other enforcement entities have routinely held colleges accountable for this requirement. Therefore, colleges are encouraged to consult with their ADA Coordinator and their college/district legal counsel regarding these obligations.

## **Extended Opportunity Programs and Services**

1. **Book Requirement:** We will reduce the amount of funds a district is required to expend for books proportionately with the reduction of State Proposition 98 funds appropriated for 2009-10. The amount in subsequent years will be maintained at the 2009-10 level or adjusted proportionately to any further decrease or increase in the amount of State Proposition 98 funds appropriated.
2. **Student Cap:** We will reduce the student cap by the same percentage that State Proposition 98 funds are reduced for 2009-10. The cap in subsequent years will be maintained at the 2009-10 level or adjusted proportionately to any further decrease or increase in the amount of Proposition 98 funds appropriated.
3. **Full-time Director:** We will: a) extend existing full-time director waivers through 2012-13; b) modify the full-time director waiver criteria to include fiscal distress as an additional criterion; c) streamline the waiver request process; and d) approve any new waiver requests through 2012-13.
4. **District Contribution:** We will: a) reduce the minimum district contribution proportionately with the reduction of State Proposition 98 funds appropriated in 2009-10. The district contribution will remain at this level through 2012-13, or be adjusted proportionately for any further decrease or increase in the amount of State Proposition 98 funds appropriated, and b) automatically exempt funds from future district contribution minimum calculations if they have been redirected from district general purpose funds or from programs in the “categorical flexibility” group.
5. **Supplanting/Restriction on Use of Funds:** Education Code section 69651 states that a “district shall not use any funds received from the state for the operation and administration of the [EOPS] program to supplant district resources, programs, or services....” We will automatically exempt funds when reviewing budgets for supplanting if they have been redirected from district general purpose funds or from programs in the “categorical flexibility” group.
6. **Allowable Uses of Funds:** We will provide a blanket waiver through 2012-13 for the following: a) purchases of necessary computer hardware or software to be used for the EOPS program; b) purchases of necessary furniture to be used for the EOPS program; and c) travel costs for non-EOPS staff to participate in EOPS functions. Colleges will not need to submit a waiver request to use EOPS funds for these purposes.
7. **Minimum Standards—**a) **Outreach, Orientation and Registration;** b) **Assessments;** c) **Basic Skills/Tutoring;** d) **Transfer/Career Services:** We recognize that colleges cannot be expected to maintain the same levels of service as required prior to the budget reductions. We will streamline the existing waiver request process by embedding it in the Program Plan beginning in 2009-10 to eliminate separate requests for waivers and reduce the number of required signatures.
8. **Minimum Standards—Counseling and Advisement:** Title 5 of the California Code of Regulations requires that colleges provide three counseling and advising sessions to EOPS students each term: 1) initial appointment to review assessments and prepare a student educational plan; 2) a mid-term appointment to ensure that the student is succeeding adequately and to make any changes needed to the educational plan; and 3) an end-of-term appointment to review the term and prepare for the next term. The regulations do not prescribe the length of the appointment or that the appointments can only be done on an

individual basis. We will advise colleges of alternate methods of meeting these requirements, such as group counseling appointments, shorter individual appointments and the use of paraprofessionals.

9. **Reallocation of Funds:** We will eliminate the separate budget reporting form currently required if a college receives reallocated funds during the mid-year reallocated funds process.
10. **Transfer of Funds Request:** We will eliminate the need for a separate Transfer of Funds Request unless the college is requesting to transfer funds from "Part C-Direct Aid."

### **Student Financial Aid Administration**

**Maintenance of Effort (MOE):** The *2009-10 Budget Act* requires that Student Financial Aid Administration funds allocated to a community college district for financial aid personnel, outreach, determination of financial need and delivery of student financial aid services supplement, not supplant, the level of funds allocated for the administration of student financial aid programs during the 2001-2002 or 2006-07 fiscal year, whichever is greater. We will provide program guidance that permits a transition period of four-years through 2012-13 to comply with the new requirement resetting the MOE to the higher of 2001-02 or 2006-07 fiscal year. In addition, guidance will amend our waiver criteria for a college's failure to meet MOE to include fiscal distress through 2012-13.

**Contact:** We welcome your feedback and questions on these measures. Specific program questions should be directed to the following:

CalWORKs and EOPS:

Sarah Tyson, Dean of Student Services at [styson@cccco.edu](mailto:styson@cccco.edu) or 916-445-4755  
Patricia Servin-Lemus, CalWORKs Coordinator at [pservin@cccco.edu](mailto:pservin@cccco.edu) or 916-327-5890  
Barbara Kwoka, EOPS Coordinator at [bkwoka@cccco.edu](mailto:bkwoka@cccco.edu) or 916-323-5953

DSPS and Financial Aid:

Jeff Spano, Dean of Student Services at [jspano@cccco.edu](mailto:jspano@cccco.edu) or 916-327-7252  
Scott Valverde, Acting DSPS Coordinator at [svalverde@cccco.edu](mailto:svalverde@cccco.edu) or 916-445-5809  
Tim Bonnel, Student Financial Assistance Programs Coordinator at [tbonnel@cccco.edu](mailto:tbonnel@cccco.edu) or 916-445-0104

**cc:** CalWORKs Directors/Coordinators  
DSPS Directors/Coordinators  
EOPS Directors/Coordinators  
Matriculation Directors/Coordinators  
Student Financial Aid Administrators