



ADDRESS REPLY TO:  
California Apprenticeship Council  
P. O. Box 420603  
San Francisco, CA 94142-0603

**RELATED SUPPLEMENTAL INSTRUCTION  
COMMITTEE MEETING  
MINUTES**

Best Western Lighthouse-Pacifica  
Wednesday, January 27, 2016  
11:00 A.M. – 12:00 P.M.

Wednesday, January 27, 2016 11:00 A.M.

I. Call To Order/ Roll Call

Chairman Pat McGinn opened the meeting at 11:00 A.M

Members present: Pat McGinn, Scott Gordon, Frank Quintero, Jim Hussey, and John Dunn, Jack Buckhorn and DAS Chief Diane Ravnik

A quorum was met.

Members absent: Aram Hodess, Chip Martin,

Review/Approval of the minutes of July 29, 2015 Minutes

A motion and a second were made to approve the July 29, 2015 minutes. There being no objection. The motion carried.

II. Items of Discussion

• **Online Education Initiative**

Chairperson Pat McGinn opened the meeting by thanking James Hussey for coordinating the guest speaker at the July meeting Patricia James, OEI's Executive Director who provided background on the Online Education Initiative (OEI).

McGinn advised that he would like to continue discussing the online education. He stated that this is such an important topic and we need to address it. Mr. McGinn stated even with in his organization The United Brotherhood of Carpenters they have launched an online learning for upgrades. So if you already have a certification and you need to take an upgraded class or renew your certification, you can now take it online. This issue needs to be addressed, we are moving quickly into the 21<sup>st</sup> century and currently DAS Chief Ravnik stated that DAS does not have approved standards for on-line curriculum. He stated that it is important that we are preparing people for the career that they will be entering. He stated that we need to put something in our minimum industry criteria that will mandate some type validation/assessment that they have learned the skills for their career/trade.

McGinn stated that with apprenticeship there is so much that apprentices gain by hand-on experience. How do they replicate these wonderful experiences?

McGinn stated if we are moving to online curriculums these are the questions for the apprenticeship community to think about:

*How do we know if it is the apprentices on the other side of the computer?*

*How are exams going to be proctored if they don't have to come in?*

*How are we going to validate that they have any proficiency in the trade?*

Questions and comments were taken from the public.

It was stated that we need to consider at the least proctored exams to be given during the length of the course. This would be where the student would be required to go in and show a state issued id. The California community college system has not yet, but is currently working on developing a proctoring system where a student would be able to go into any community college and be evaluated and take the exam. This is an important issue the community colleges need to address for this online learning to be successful.

Mr. McGinn stated that we have to mandate this and there has to be some validation. Mr. McGinn proposed that out of this committee we would give a recommendation to the California Apprenticeship Council that would include criteria as our Minimum Industry Standards to be addressed and approved by the LEA in any online curriculum offered.

A handout was presented on the Rubric for the Online Education.

The Rubric for the Online Education Initiative consists of four components:

#### I. Course Design

Course Design includes such elements as structure of the course, learning objectives, organization of content and instructional strategies.

#### II. Interaction and Collaboration

The type and amount of interaction and collaboration within an online environment can take many forms. "Interaction" denotes communication between and among learners and instructors, synchronously or asynchronously. "Collaboration" is a subset of interaction and refers specifically to those activities in which groups are working interdependently toward a shared result. In the sense of belonging to a learning community group rather than each student perceiving himself/herself studying independently.

#### III. Assessment

Assessment focuses on instructional activities designed to measure progress towards learning outcomes, provide feedback to students and instructor, and/or enable grade assignment. The quality and type of student assessments within the course.

#### IV. Learner Support

Learner Support addresses the support resources made available to students taking the course. Such resources may be accessible within or external to the course environment. Specifically, learner support resources address a variety of student services.

Jim Hussy proposed to move forward with this agenda item for the next meeting that will be held July 27, 2016 and to adopt standards for online training that could go up to the California Apprenticeship Council. The proposal would be to include these criteria as our Minimum Industry Standards to be addressed and approved by the LEA in any online curriculum offered.

A motion and a second were made to have the Rubric for the Online Education Initiative made available on the DIR website. The motion was also made to make this agenda item for the next meeting to be voted on and if the committee finds necessary to that time to make a recommendation to the California Apprenticeship Council. There being no objection. The motion carried.

#### III. Adjournment

The meeting adjourned at 11:40 a.m.