



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Bola King-Rushing (Co-Chair), Ken Sherwood (Co-Chair),
Ishita Edwards, Jessica Kuang, Jerry Lulejian,
Chris Mainzer, Ron McClurkin, Sharon Oxford, Marc Prado,
Lucy Solomon

Absent: Hank Bouma, Kevin Hughes, Sylvia Schnopp

Guests: None

Meeting Date: **10/02/14** Approval of Minutes from: **9/04/14** Recorded By: **Krista Mendelsohn**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	B. King-Rushing called the meeting to order at 2:33 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. The committee adopted the agenda with no modifications by consensus.
III.	Approval of Minutes	I, AT	Corrections to the September 4, 2014 Minutes: none. S. Oxford moved to accept the September 4, 2014 minutes as presented, J. Kuang seconded, and the motion carried with one abstention by I. Edwards.
IV.	Distance Learning Appendices Approval	I, D, AT	ADS R111 – Management and Supervision in Alcohol Programs Changes Needed: None. ANTH R101L – Introduction to Biological Anthropology Lab Changes Needed: None. HIST R100A – History of World Civilizations I Changes Needed: None. HIST R100B – History of World Civilizations II

		<p>Changes Needed: None.</p> <p>HIST R102 – History of the United States I</p> <p>Changes Needed: None.</p> <p>HIST R103 – History of the United States II</p> <p>Changes Needed: None.</p> <p>PHIL R103 – Survey of World Religions: East</p> <p>Changes Needed: Regular and effective contact...</p> <p>PLS R107 – Family Law</p> <p>Changes Needed: with access available between 9AM and 9PM daily subject to professor availability. Check all boxes under Information Transfer.</p> <p>PLS R109 – Communications and Case Management</p> <p>Changes Needed: with access available between 9AM and 9PM daily subject to professor availability. Check all boxes under Information Transfer.</p> <p>PLS R110 – Criminal Law and Procedure</p> <p>Changes Needed: with access available between 9AM and 9PM daily subject to professor availability. Check all boxes under Information Transfer.</p> <p>PLS R122 – Immigration Law</p> <p>Changes Needed: with access available between 9AM and 9PM daily subject to professor availability. Check all boxes under Information Transfer.</p> <p>PLS R123 – Employment Law</p> <p>Changes Needed: with access available between 9AM and 9PM daily subject to professor availability. Check all boxes under Information Transfer.</p> <p>B. King-Rushing called for a motion to approve the appendices pending minor edits. I. Edwards moved to accept, M. Prado seconded, and the motion carried with one abstention by J. Lulejian.</p>
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V.	Faculty Distance Education Approval	I, D, AT	<p>M. Prado met with each instructor and can speak to their capable online teaching abilities. Not all of the Faculty DE Forms for these instructors were provided to the committee in time for review for this meeting. A discussion took place regarding the need for a form, or whether Marc's endorsement would be enough of an approval. K. Sherwood suggested approving Marc's recommendation of the four instructors, pending the delivery of the forms.</p> <p>Dean Bernsten – Math</p> <p>Joshua Lieser – History</p> <p>Ron McClurkin – Physical Education</p> <p>Juan Pitones – Sociology</p> <p>B. King-Rushing called for a motion to approve Marc's endorsement of the faculty pending submission of their forms. C. Mainzer moved to accept, J. Kuang seconded, and the motion carried unanimously.</p>
VI.	DE Committee Membership Definition	I, D, AT	<p>The DE Committee membership definition was an action item at the Curriculum Committee on Sept. 10, and failed due to lack of a second. The CC requested that after the second absence, the DEC send a warning to the department chair prior to the third absence.</p> <p>B. King-Rushing called for a motion to add a warning to the Dept Chair after the second absence. C. Mainzer moved to accept, J. Kuang seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
VII.	Distance Education Committee Goals for 2014-2015	I, D, AN	<p>B. King-Rushing shared that he discussed with Diane Eberhardy that one of our goals this year may be to create a Distance Education Master Plan. Diane plans to take the newly created Technology Plan to CUDS for review and approval. A discussion took place about the scope of the DE Committee, and how it overlaps with some other committees.</p> <p>Discussion took place about specific goals for the year:</p> <p>A. DE Master Plan – postpone</p>

		<p>OC does not have a DE Program per se, so a Master Plan could help coordinate this. K. Sherwood learned at the ITAC meeting today that there was a presentation on the statewide DE “mandate” under development. The state will adopt a universal CMS as part of a California Virtual Campus. The district’s D2L contract is up in June, so we may want to wait and line up with whatever requirement comes from the state. Hold off on this.</p> <p>B. Distance Education Handbook – yes</p> <p>C. DE Mentor Directory – add to handbook</p> <p>D. The D2L Class: Collegial Community for Online Andragogy (CCOA) – yes. Marc can add faculty as they complete his online instructor training. The committee suggested a PR push to keep the momentum going in CCOA; committee members need to act as leaders in the classroom to have items for others to discuss and learn from. Marc Boman can bulk add all faculty at OC. *Add as an action item to Nov. meeting.</p> <p>E. Provide training and support for all online instructors to produce one video introducing themselves to their online students. OC, VC and MC ISS staff are planning to create a standardized online training course for new DE Faculty. – Yes. The D2L Class CCOA could be a home for tutorial videos on how to create a video.</p> <p>F. Faculty training and recertification. – Yes. Marc will put the current list of trained faculty on SharePoint.</p> <p>G. Provide feedback on Article 23 of the new AFT Contract. – Yes. The contracting parties did not consult the DE Committee for input on this article.</p> <p>Bring the following four back for discussion on Nov. 6.</p> <p>H. Revise or stop using the Faculty DE Form.</p> <p>I. Better communication of new policies.</p> <p>J. Better communication between EAC and DE faculty. Lucy Solomon shared her challenging experience needing to make her videos closed</p>
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			captioned at the last minute. K. Face to face student orientations for D2L – Marc feels this is faculty driven, and needs assistance.
VIII.	Next meeting	I	The next meeting will be held on November 6, 2014 at 2:30 pm.
IX.	Adjournment	AT	B. King-Rushing adjourned the meeting at 4:00 pm.