



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Bola King-Rushing (Co-Chair), Ken Sherwood (Co-Chair), Hank Bouma, Robert Cabral, Ishita Edwards, Kevin Hughes, Jerry Lulejian, Chris Mainzer, Ron McClurkin, Marnie Melendez, Sharon Oxford, Lucy Solomon

Absent: Jessica Kuang, Marc Prado

Guests: None

Meeting Date: **11/6/2014** Approval of Minutes from: **10/2/2014** 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 2:34 p.m. and declared a quorum present. Marnie Melendez – Counseling rep Robert Cabral – Management rep
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. C. Mainzer moved to accept the agenda as presented, K. Hughes seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the October 2, 2014 Minutes: Jessica Kuang listed twice. Goal K – Marc feels this is faculty-driven. Goal D – correct spelling of Marc Boman. H. Bouma moved to accept the October 2, 2014 minutes as amended, I. Edwards seconded, and the motion carried with two abstention by R. Cabral and M. Melendez.
IV.	Distance Learning Appendices Approval	I, D, AN, AT	ART R175 – Introduction to Digital Art Discussion took place about an e-portfolio in D2L and how it works. *Ask Marc Boman if a student can access their e-portfolio after the class ends. Objectives should be uniform for a course taught face to face vs. hybrid vs. online. Changes Needed: None.

			<p>C. Mainzer moved to approve the appendix, R. Cabral seconded, and the motion carried.</p> <p>ECON R101 – Introduction to Principles of Macroeconomics</p> <p>Changes Needed: None.</p> <p>C. Mainzer moved to approve the appendix, R. Cabral seconded, and the motion carried.</p> <p>ECON R102 – Introduction to Principles of Microeconomics</p> <p>Changes Needed: None.</p> <p>C. Mainzer moved to approve the appendix, R. Cabral seconded, and the motion carried.</p>
V.	Faculty Distance Education Approval Process	I, D, AN, AT	<p>B. King-Rushing reminded the committee that we have felt that the Faculty DE Form is unnecessary since we trust and rely on the ISS Staff to complete faculty training. ISS Staff will bring forth recommendations of faculty to be reviewed and certified by the DE Committee as distance education instructors.</p> <p>*DE Committee would like to know the criteria by which ISS Staff are certifying faculty.</p> <p>B. King-Rushing called for a motion to change the DE Faculty approval process to an ISS Staff training and certification process. R. Cabral moved to accept, C. Mainzer seconded, and the motion carried unanimously.</p>
VI.	Faculty Distance Education Approval	I, D, AT	<p>M. Prado endorsed Mary Pinto-Casillas – CAOT/CIS.</p> <p>B. King-Rushing called for a motion to approve Marc’s endorsement of the faculty. C. Mainzer moved to accept, R. Cabral seconded, and the motion carried unanimously.</p>
VII.	Distance Education Handbook	I, D, AT	<p>Taskforce volunteers: Kevin Hughes – coordinator, Lucy Solomon – best practices for video content, Robert Cabral – mentor list, and Ishita Edwards – search for sample DE Handbooks at other colleges.</p> <p>Taskforce will look at DE Handbooks from other</p>

			<p>CCs for ideas. Creating videos of best practices may be another good way to go.</p> <p>B. King-Rushing called for a motion to create a taskforce to draft a Distance Education Handbook. K. Hughes moved to accept, I. Edwards seconded, and the motion carried unanimously.</p>
VIII.	Bulk add of all OC Faculty to the D2L Course: Collegial Community for Online Andragogy (CCOA)	I, D, AT	<p>The D2L faculty course was created by Bola King-Rushing, Marc Boman, and Elissa Caruth. It is a place where faculty can practice shared learning.</p> <p>A suggestion was presented to hold one of our DE meetings in a computer lab to practice using the D2L course. Another suggestion given was to invite online instructors to present their best practices during DE Committee meetings, similar to the practice in place for LOT (Learning Outcome Team).</p> <p>B. King-Rushing called for a motion to bulk add/enroll all OC Faculty to the D2L Class. C. Mainzer moved to accept, I. Edwards seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
IX.	Report on ITAC/DEC	I, D	<p>K. Sherwood shared that the statewide DEC held a discussion about student authorization. There is no federal regulation about student authorization and out-of-state fees. OCs unofficial position is to only allow online students from in-state, but there is no tracking of this. The DOE may be presenting a new federal regulation. The Statewide DEC is pushing CCs to investigate how many of our online students are from out-of-state. OC has very few out-of-state online students, so it does not make much sense to put resources into this. The CCCCCO has formed a statewide authorization network to address this issue. We will wait and see at this point.</p>
X.	Distance Education Committee Goals for 2014-2015	I, D	<p>C. Mainzer moved to postpone the goals discussion to the next meeting, L. Solomon seconded, and the motion carried unanimously.</p>
XI.	Article 23 of AFT Contract	I, D	<p>B. King-Rushing showed the committee how to navigate to Article 23 of the AFT contract on the VCCCD website. The DEC will respond to AFT about this.</p>
XII.	Next meeting	I	<p>The next meeting will be held on December 4, 2014</p>

			at 2:30 pm.
XIII.	Adjournment	AT	B. King-Rushing adjourned the meeting at 4:05 pm.