



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

Absent: Hank Bouma, Robert Cabral, Chris Mainzer, Ron McClurkin,
Alessandro Neri

Guests: None

Meeting Date: **12/4/2014** Approval of Minutes from: **11/6/2014** 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 2:38 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. S. Oxford moved to accept the agenda as presented, I. Edwards seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the November 6, 2014 Minutes: J. Kuang was absent. Add VII. I. Edwards – search for sample DE Handbooks at other colleges. I. Edwards moved to accept the November 6, 2014 minutes as amended, S. Oxford seconded, and the motion carried unanimously.
IV.	Distance Learning Appendices Approval	I, D, AN, AT	ANTH R114 – African American Culture and Experience Changes Needed: Remove “Click here & type.” ANTH R118 – Introduction to Forensic Science Changes Needed: Remove “Click here & type.” ECE R102 – Child Growth and Development Changes Needed: Update title. ECE R129 – Child Nutrition, Health and Safety

		<p>Changes Needed: Update title.</p> <p>EDU R122/SOC R122 – Introduction to Education</p> <p>Changes Needed: Consider rewording to achieve regular effective contact. Change “may be encouraged” to “will be required.” Change “encouraged” to “required.”</p> <p>PLS R124 – Bankruptcy Law</p> <p>Changes Needed: remove “between 9AM and 9PM.” Check all boxes under Information Transfer.</p> <p>PLS R125 – Business Organizations</p> <p>Changes Needed: remove “between 9AM and 9PM.” Check all boxes under Information Transfer.</p> <p>PLS R126 – Probate Law</p> <p>Changes Needed: remove “between 9AM and 9PM.” Check all boxes under Information Transfer.</p> <p>PLS R127 – Trusts and Estates</p> <p>Changes Needed: remove “between 9AM and 9PM.” Check all boxes under Information Transfer.</p> <p>SOC R101 – Introduction to Sociology</p> <p>Changes Needed: Group discussions can/should still take place online. Also, contact between students and instructor is missing. *Return for revision.</p> <p>SOC R102 – Social Problems</p> <p>Changes Needed: Group discussions can/should still take place online. Also, contact between students and instructor is missing. *Return for revision.</p> <p>SOC R103 – Race and Ethnic Relations</p> <p>Changes Needed: Group discussions can/should still take place online. Also, contact between students and instructor is missing. *Return for revision.</p> <p>SOC R116 – Crime and Society</p>
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V.	Faculty Distance Education Approval	I	None.
VI.	ISS Staff Report on Criteria by which Faculty are Certified	I, D, AT	<p>The DE Committee would like a report on the ISS Faculty DE Training Process. Marc Prado will bring the Google Doc being created by ISS staff at all three colleges in the district.</p> <p>B. King-Rushing called for a motion to ask for a report on the ISS Faculty DE Training Process. M. Melendez moved to accept, I. Edwards seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
VII.	Report on ITAC/DEC	I	K. Sherwood had no report.
VIII.	Article 23 of AFT Contract	I, D	<p>L. Solomon shared that an AFT representative would like to attend a future DEC meeting to answer questions about Article 23. OC needs to be compliant with the article.</p> <p>Definition: The DEC read Article 23 together. According to the state, hybrid courses are 51% or more of class hours are online. At OC, our hybrid definition is 1-99% class hours online. Article 23 eliminates the distinction between hybrid and online.</p> <p>It is an unwritten district policy that instructors cannot teach more than 60% of their load via distance education. So due to this new distance education definition in Article 23, instructors now have to count their hybrid course as online courses.</p> <p>Training: Discussion took place regarding whether we already have a course for faculty who want to</p>

			<p>teach via distance education, what type of certificate should be awarded, and when training can be waived. 23.2.C implies that training is required.</p> <p>Evaluation: Discussion took place regarding the need for an email to online instructors so they could encourage their online students to complete it by a certain date. Suggestion for Marc Boman to create a universal note to students that it's time for them to complete their anonymous student evaluations.</p> <p>Assignment: No issues.</p> <p>Resources: For all content, students must first log in to D2L, and then follow a link to a publisher-provided web-based tool, such as MyMathLab. Faculty are also being required to use D2L rather than another CMS. Academic freedom may be infringed on because face-to-face tools are not defined, but Article 23 is defining D2L as the tool to use in distance education.</p>
IX.	Distance Education Handbook Progress Report	I, D	I. Edwards emailed the committee four examples of DE Handbooks from other colleges. L. Solomon, J. Kuang, and M. Prado are coordinating a faculty workshop by appointment on video creation.
X.	Distance Education Workshops	I, D	M. Prado distributed eLumen workshop flyers for faculty, and asked the committee to spread the word.
XI.	Distance Education Committee Webpage	I, D	Postponed.
XII.	Faculty Distance Education Program Quality Control	I, D	Postponed.
XIII.	Distance Education Committee Goals for 2014-2015	I, D	Postponed.
XIV.	Next meeting	I	The next meeting will be held on February 5, 2015 at 2:30 pm.
XV.	Adjournment	AT	B. King-Rushing adjourned the meeting at 4:03 pm.