



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

Absent: Robert Cabral, Alessandro Neri

Guests: None

Meeting Date: **2/5/2015** Approval of Minutes from: **12/4/2014** Recorded By: **Ken Sherwood**

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 2:13 p.m. and declared a quorum present.
II.	Adoption of Agenda	I	Additions/Changes to the Agenda: none.
III.	Approval of Minutes	I	Corrections to the December 4, 2014 Minutes: unknown.
IV.	Distance Learning Appendices Approval	I, D, AN, AT	<p>SOC R101 – Introduction to Sociology Changes Needed: change “approved” to “provided”.</p> <p>SOC R102 – Social Problems Changes Needed: change “approved” to “provided”.</p> <p>SOC R103 – Race and Ethnic Relations Changes Needed: change “approved” to “provided”.</p> <p>SOC R116 – Crime and Society Changes Needed: change “approved” to “provided”.</p> <p>The appendices were approved pending revisions.</p>
V.	Faculty Distance Education Approval	I	None.

VI.	AP and BP 4105 Distance Education	I, D, AT	<p>A discussion was held regarding AP and BP 4105. It was agreed that the existing wording is fine assuming our current interpretation of the curriculum process.</p> <p>There was discussion about the wording of section 1. b) regarding open forums not being the entirety of regular effective contact. The committee agreed that this is appropriate and has not been an issue on this campus.</p> <p>AP and BP 4105 were approved as written.</p>
VII.	ISS Staff Report on Criteria by which Faculty are Certified	I, D, AN	<p>M. Prado and S. Oxford reported on a month-long instruction course in how to teach online. The training will include a class in D2L (future CMS) in which instructors will be enrolled as students and a dummy class created by each instructor as a training shell.</p> <p>*Action item for next meeting – Responding to OEI selection of new CMS, if necessary.</p>
VIII.	Distance Learning Appendices and proofing	I	Postponed to next meeting
IX.	Distance Learning Appendix form	I	Postponed to next meeting
	INFORMATION/DISCUSSION		
X.	Report on ITAC/DEC	I, D	<p>An extensive discussion took place about the ITAC decision to change email delivery for D2L courses.</p> <p>Student surveys were also discussed, especially what to do to improve response rates. Suggestions included:</p> <ul style="list-style-type: none"> • College-wide communication, indicating that surveys are anonymous and cannot be seen by instructor until after grades have been submitted • Instructors should email students and let them know about surveys and their importance • Utilize the personal announcement part of the portal, if possible

XI.	Article 23 of AFT Contract	I	An AFT representative will attend the next meeting.
XII.	Distance Education Handbook Progress Report	I	Postponed.
XIII.	Distance Education Workshops	I	Postponed.
XIV.	Distance Education Committee Webpage	I	Postponed.
XV.	Faculty Distance Education Program Quality Control	I	Postponed.
XVI.	Distance Education Committee Goals for 2014-2015	I	Postponed.
XVII.	Next meeting	I	The next meeting will be held on March 5, 2015 at 2:00 pm.
XVIII.	Adjournment	AT	B. King-Rushing adjourned the meeting at 4:00 pm.