



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Bola King-Rushing (Co-Chair), Hank Bouma, Jessica Kuang, Jerry Lulejian, Jessica Kuang, Chris Mainzer, Sharon Oxford, Marc Prado, Lucy Solomon

Absent: Ken Sherwood (Co-Chair), Ishita Edwards, Kevin Hughes, Sylvia Schnopp

Guests: None

Meeting Date: **9/04/14** Approval of Minutes from: **5/08/14** Recorded By: **Krista Mendelsohn**

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

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, D, AT	B. King-Rushing called the meeting to order at 2:43 p.m. and declared a quorum present. The following proxies were announced: Bola King-Rushing for Ken Sherwood, Jessica Kuang for Ishita Edwards.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. B. King-Rushing called for a motion to accept the agenda as presented. C. Mainzer moved to accept, J. Kuang seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the May 8, 2014 Minutes: Item VII – “Missing departments currently are Visual and Performing Arts, Letters , PE, some CTE Departments, Transitional Studies, and possibly others.” B. King-Rushing called for a motion to accept the May 8, 2014 minutes as amended. C. Mainzer moved to accept, H. Bouma seconded, and the motion carried unanimously.
IV.	Distance Learning Appendices	I, D, AT	PLS R120 – Real Estate Law Changes Needed: Change the CRN to PLS R120. B. King-Rushing called for a motion to approve the appendix pending minor edits. C. Mainzer

			moved to accept, H. Bouma seconded, and the motion carried unanimously.
V.	Faculty Distance Education Forms	I	None
	INFORMATION/DISCUSSION		
VI.	Distance Education Committee Goals for 2014-2015	I, D, AN	<p>B. King-Rushing read the existing committee goals from the most recent PG manual and opened up a discussion about revising them. It was shared that although we are a subcommittee of Curriculum Committee, we do important work. It was suggested that a discussion take place with CUDS about the DE Committee purpose.</p> <p>Suggestions for specific goals for the year:</p> <p>A. DE Master Plan – write and have in place for 2016 when Accreditation comes, or abandon this altogether. A good start would be to search for other CCC's DE Master Plans. Last year CUDS created a Technology Plan with input from IT and Instructional Technology. The DE Master Plan could fill in the gaps of the Technology Plan. Bola feels it important to create a DE Master Plan because it would be a place to centralize & codify all the things we need to keep us from getting in trouble. We could start with looking at the OC Education Plan and answer the references to Distance Ed.</p> <p>B. It may be useful to create a Distance Education Handbook, which could include best practices.</p> <p>C. Another suggested is to create a Mentor/mentee relationship when a faculty member becomes a new online instructor. This was tried two years ago with mixed results. Instead we could create a mentor/resource person list of seasoned DE instructors, and provide it to new online instructors. Marc could provide the mentor/resource person list at the end of his training.</p> <p>D. The D2L Class: Collegial Community for Online Pedagogy – Marc can add faculty as they complete his online instructor training.</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</p>

			<p>online training course for new DE Faculty.</p> <p>F. Faculty training and recertification.</p> <p>G. Provide feedback on Article 23 of the new AFT Contract.</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 captioned at the last minute.</p> <p>K. Face to face student orientations for D2L – Marc needs assistance.</p> <p>*Krista & Bola will create a goals list for discussion at our next meeting.</p>
VII.	Membership Definition update	I, D, AN	The membership definition was discussed at the Curriculum Committee on August 28, and will be an action item at the Sept. 10 CC meeting.
VIII.	Selection of Curriculum Committee representatives	I, D	Chris Mainzer will be the DE representative on the Curriculum Committee.
IX.	Next meeting	I	<p>J. Kuang asked what happens if an instructor flips a course. If a course is web enhanced, then an instructor is free to do as they will with that time. If a course is hybrid, it counts as a DE course.</p> <p>The next meeting will be held on October 2, 2014 at 2:30 pm.</p>
X.	Adjournment	AT	B. King-Rushing adjourned the meeting at 3:50 pm.