DISTANCE EDUCATION COMMITTEE

Authority
The Committee is recommended by staff and approved by the President. The Committee is a subcommittee of the Curriculum Committee and is advisory to the Executive Vice President of Student Learning of Oxnard College.

Purpose
The Distance Education Committee exists to meet the instructional, communication, computing and research needs of the students, and faculty of Oxnard College. The mission of the Committee is to focus on the delivery of distance education and its environment be it web-enhanced courses to fully online, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

Goals
●To provide a collaborative venue for shared leadership determining the distance education needs of the College to sustain teaching and information management.
●To plan for the incorporation of various technologies in the teaching and learning activities at the College.
●To advise the College and individuals about technological matters pertaining to teaching and learning and information management specific for distance education courses.
●To help in establishing policies and procedures that can sustain and manage the existing distance education infrastructure and delivery.
●To author, revise, and oversee the College's Distance Education Master Plan.
●To review, advise, and approve all distance education appendix forms for the Curriculum Committee.
●To advise the Curriculum Committee and other shared governance committees on all distance education issues.

Oxnard College
DISTANCE EDUCATION COMMITTEE

ORDER OF THE AGENDA
FOR THE MEETING OF
Thursday, February 5, 2015
2:00 p.m., Counseling Conference Room

ACTION

I. Call to Order & Welcome

II. Adoption of Agenda

III. Approval of the December 4, 2014 Minutes

IV. Distance Learning Appendices Approval
SOC R101, SOC R102, SOC R103, SOC R116

V. Faculty Distance Education Approval – None

VI. AP and BP 4105 Distance Education

VII. ISS Staff Report on Criteria by which Faculty are Certified

VIII. Distance Learning Appendices and proofing

IX. Distance Learning Appendix form
   a. Course title/Banner title
   b. Role of info delivery

INFORMATION/DISCUSSION

X. Report on ITAC/DEC – Ken Sherwood, Lucy HG Solomon
   a. Accreditation and how faculty contact hours with students can be made visible
   b. Do we need D2L to have internal class email again?
   c. Online student evaluations and verbiage about confidentiality – best practices in our new handbook

XI. Article 23 of AFT Contract

XII. Distance Education Handbook Progress Report

XIII. Distance Education Workshops

XIV. Distance Education Committee Webpage

XV. Faculty Distance Education Program Quality Control

XVI. Distance Education Committee Goals for 2014-2015

XVII. Next meeting on March 5, 2015 at 2:30 pm

XVIII. Adjournment