DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Bola King-Rushing (Chair), Art Sandford (Co-Chair), Hank Bouma, Robert Cabral, Ashley Chelonis, Ishita Edwards, Jessica Kuang, Jerry Lulejian, Chris Mainzer, Ron McClurkin, Andres Orozco, Mati Sanchez
Absent:	Alan Ainsworth, Luis Gonzalez, Gema Sanchez
Guests:	None

Meeting Date: **10/1/2015**	Approval of Minutes from: **5/7/2015**	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	A. Sandford called the meeting to order at 2:03 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. **R. Cabral moved to accept the agenda as presented, I. Edwards seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT, AN	Corrections to the May 7, 2015 Minutes: VIII. VCCCD IT wants to delay – change to ITAC discussed delaying. X. I. Edwards will share the new Org Chart – delete this statement. **I. Edwards moved to accept the May 7, 2015 minutes as amended, H. Bouma seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices Approval	I, D, AT, AN	ANTH R101L – Introduction to Biological Anthropology Laboratory Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of." Remove "Click here & type." CAOT R129 – Microsoft PowerPoint Changes Needed: Remove "a course management system."

| | | | CAOT R130 – Microsoft Word

Changes Needed: Remove "a course management system."

GLST R102 – Global Issues and Problems

Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of." Remove "Click here & type."

HIST R130H – Honors: History of the United States I

Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of."

HIST R140H – Honors: History of the United States II

Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of."

HIST R150H – Honors: World History I

Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of."

HIST R160H – Honors: World History II

Changes Needed: change "District approved CMS" to "District provided." The second sentence is confusing; remove "The required attendance of."

I. Edwards moved to conditionally approve the appendix pending edits, C. Mainzer seconded, and the motion carried with one abstention. |
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| V. | Faculty Distance Education Approval | I, D, AT | A. Chelonis presented a summary of the training provided to Ian Pines in Digital Photography, and Peggy Smith in Transitional Studies – Writing, and Ashley recommended they be endorsed by the DE Committee.

R. Cabral moved to endorse the faculty members, C. Mainzer seconded, and the motion |

			carried unanimously.
	INFORMATION/DISCUSSION		
VI.	Distance Education Handbook	I, D, AN	A. Chelonis requested DE Committee input on the types and levels of training she should be providing to faculty. She is already involved in the district-wide online faculty training that is in development. H. Bouma requested that content-related edits and any questions on the draft DE Handbook be emailed to him by October 22.
VII.	DE-related Definitions/Terminology	I, D, AN	A. Sandford distributed and discussed a table of DE terminology used in course schedule notes. There is inconsistency in the naming and definitions of web-enhanced, hybrid, and online courses. A. Chelonis shared that an email is sent to students two weeks before the semester starts if they are registered in a hybrid or online course. Ashley will share a sample of the student email with the committee. Discussion took place regarding what is required on the syllabus and in the course notes. The committee will discuss creating recommended terminology and definitions for faculty to use in course notes.
VIII.	Distance Learning Appendix review timeline statement	I, D	K. Mendelsohn shared the standard process for reviewing DL Appendices on a five year timeline as course outlines come through the Curriculum Committee for review. However, what does the DE Committee wish to do with course outlines that are reviewed more frequently – review the DL Appendix again, or some other option? A consensus was reached to bring DL Appendices on a Consent agenda to the DE Committee if they have already been approved within the last five years.
IX.	Creating local standards for OC courses taught via DE to align with the Online Education Initiative's (OEI) Course Design Rubric	I, D	B. King-Rushing reintroduced the OEI Course Design Rubric, and shared the idea that the DE Committee could create standards or guidelines for online course creation to meet the standards in the rubric. Ashley suggested faculty training should be involved, and that the Student Success Initiative and Distance Learning needs to be better entwined. She elaborated on how to increase faculty interest. A suggestion was raised that perhaps online course shell components could be required, such as SLOs and objectives, to maintain consistency.

X.	OEI Online Student Readiness Tutorials	I, D, AN	K. Mendelsohn emailed DE Committee members with the links to access the OEI Online Student Readiness Tutorials. *Ashley will send Hank the links to add as appendices to the draft DE Handbook.
XI.	ITAC/DEC – Selection of Faculty Representative and Report	I, D, AN	A. Sandford typically attends ITAC, but cannot this month. A. Chelonis also attends regularly. Meetings normally take place the first Friday of the month for an hour to an hour and a half. OC needs a faculty representative, and ITAC is asking the OC faculty rep to be the co-chair of ITAC. *Krista will ask Linda Kama'ila to send an all faculty email asking for a rep for tomorrow's meeting. Ashley suggests that we consider trying to pilot Canvas, which will come with customer support. If individuals wish to try Canvas, visit www.canvaslms.com and click the Try Canvas Free button, or use a link that Ken Sherwood distributed last year.
XII.	Revision of Distance Learning Appendix form	I	This item will be discussed at the next meeting.
XIII.	Distance Education Committee Webpage	I, D, AN	A. Chelonis offered to update the DE Committee webpages.
XIV.	New Business	I	None
XV.	Next meeting	I	The next meeting will be held on November 5, 2015 at 2:00 pm in the Student Services Conference Room.
XVI.	Adjournment	AT	**B. King-Rushing adjourned the meeting at 3:54 pm.**