DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Ken Sherwood (Co-Chair), Hank Bouma, Kevin Hughes, Bola King-Rushing, Chris Mainzer, Krista Mendelsohn, Marc Prado, Evangeline Wilkes
Absent:	Ishita Edwards, Jessica Kuang
Guests:	

Meeting Date: **4/10/14**	Approval of Minutes from: **3/06/14**	Recorded By: **Krista Mendelsohn**
AN = Action Needed	**AT = Action Taken** **D = Discussion**	**I = Information Only**

DISCUSSION/DECISIONS

		ACTION	
I.	Call to Order, Welcome, & Announcements	I, D, AT	K. Sherwood called the meeting to order at 2:04 p.m. and declared a quorum present. The following proxies were announced: Kevin Hughes for Ishita Edwards. Ken announced that the Curriculum Committee approved the Distance Education Drop Policy and Regular Effective Contact policy yesterday. The documents will next go before the Academic Senate for approval. In Communications Council, a discussion took place on how to distribute info widely, especially to students. One strategy to be implemented is to put the two new policies in the catalog.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: Add D2L Lite as a Discussion item. **K. Sherwood called for a motion to accept the agenda as amended. K. Hughes moved to accept, H. Bouma seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT	Corrections to the March 6, 2014 Minutes: none. **K. Sherwood called for a motion to accept the March 6, 2014 minutes as presented. H. Bouma moved to accept, C. Mainzer seconded, and the motion carried unanimously.**
IV.	New Faculty Co-Chair	I, D,	Discussion took place about who would serve as faculty co-chair. Ken asserted that it is inappropriate

		AT	to have an administrator as a chair. Kevin Hughes is interested in discussing it further with Ken. Bola is not available to take on the position.
V.	Distance Learning Appendices	I, D, AT	CAOT R001 – Keyboarding (Alpha and Numeric) Discussion took place about what a "self-contained online keyboarding site" is. Changes Needed: Instructor ~~would~~ **may** use the district…" "Tools ~~would~~ **may** be used…" **K. Sherwood called for a motion to approve the appendices pending minor edits. B. King-Rushing moved to accept, K. Hughes seconded, and the motion carried unanimously.** CAOT R002 – Keyboarding Speed and Accuracy Discussion took place about why certain information transfer methods are checked and not others. Changes Needed: Instructor ~~would~~ **may** use the district…" "Tools ~~would~~ **may** be used…" **K. Sherwood called for a motion to approve the appendices pending minor edits. B. King-Rushing moved to accept, H. Bouma seconded, and the motion carried unanimously.**
VI.	Faculty Distance Education Forms	I, D, AT	**Lois Zsarnay** Discussion took place regarding the point of the Faculty DE Form, where it is being saved and should be saved, and how professional the document should be. The committee also discussed the need for the form, and making the endorsement process as transparent as possible. In terms of accreditation, the Faculty DE Form must be transparent and available if we use it to endorse someone. We do not want to use the form to discriminate against online/hybrid instructors. We should use the form to review technical skills, not English writing skills. Marc and Bola could be the final evaluators without a narrative in a form. An online teaching recertification process is something our college needs. Our district is working on a process/course for faculty to take prior to teaching online. The industry standard is to go through a training course if you want to teach online. The AFT contract is missing effective evaluation of online

			instructors.
			Changes Needed: none.
			B. Porter called for a motion to accept the faculty form as presented and give the DE Committee's endorsement. B. King-Rushing moved to accept, E. Wilkes seconded, and the motion carried with one abstention.
	INFORMATION/DISCUSSION		
VII.	Distance Education Drop Policy and Regular Effective Contact Policy Update	I	The update was given during the Announcements.
VIII.	DE Committee Goals and Structure, OC Distance Education Master Plan	I, D	K. Sherwood shared his suggestion that this committee's work gets bogged down in philosophical discussions. So, we can separate action items from discussion items, and alternate meetings. Every other meeting would have action items, and opposite meetings will be a place for philosophical issues to be discussed. Faculty raised the suggestion that DL Appendices be reviewed every month. Ken suggested deadlines for the appendices, similar to the deadlines set by the Curriculum Committee for course and program review. Ken suggested that every department with online courses must have a representative on the DEC, and deans can enforce this. K. Hughes recommended a task force be created to generate forms and procedures to then bring to the DEC. A suggestion was also raised for the DEC to report directly to the Academic Senate, and not the Curriculum Committee. Another suggestion was to place action items at the top of each agenda, and only allow one discussion item per meeting. A consensus was not reached as to how to structure meetings in the future.
IX.	'Intro to D2L for Students' Workshops	I	Not addressed.
X.	Distance Education Student and Faculty Satisfaction	I	Not addressed.

	Surveys for Spring 2014 from CCC Chancellor's Office		
XI.	Other Items/Open Discussion	I	If a faculty member will be absent, s/he should choose a proxy and send an email with that information to the chairs and Krista. D2L Lite – the district is replacing Course Studio with D2L Lite, and will customize the D2L Lite shell. B. King-Rushing has asked for feedback on what should be included in the D2L Lite shell. Suggestions: grades, discussion, customizable widgets on the homepage.
XII.	Next meeting	I	The next meeting will occur on May 1 at 2:00 pm.
XIII.	Adjournment	AT	K. Sherwood adjourned the meeting at 3:36 pm.