DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

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

Meeting Date: **11/5/2015**	Approval of Minutes from: **10/1/2015**	Recorded By: **Krista Mendelsohn**

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

	ACTION		
I.	Call to Order & Welcome	I, AT	B. King-Rushing called the meeting to order at 2:05 p.m. and declared a quorum present. The following proxies were announced: C. Mainzer for M. Sanchez; H. Bouma for R. Cabral
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. **J. Lulejian moved to accept the agenda as presented, I. Edwards seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT	Corrections to the October 1, 2015 Minutes: none. **C. Mainzer moved to accept the October 1, 2015 minutes as amended, H. Bouma seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices Approval	I, D, AT, AN	ANTH R101 – Introduction to Biological Anthropology Changes Needed: none. ANTH R101H – Honors: Introduction to Biological Anthropology Changes Needed: none. ANTH R102 – Introduction to Cultural Anthropology Changes Needed: none. ANTH R102H – Honors: Introduction to Cultural

			Anthropology
			Changes Needed: none.
			ANTH R111 – Magic, Witchcraft and Religion: Anthropology of Belief
			Changes Needed: none.
			ANTH R111H – Honors: Magic, Witchcraft and Religion: Anthropology of Belief
			Changes Needed: none.
			CNIT R143 – CompTIA Linux+ Fundamentals and Certificate Preparation
			Changes Needed: change D2L to District provided CMS; use complete sentences in Methods of Instruction; check boxes for Information Transfer that align with Methods of Instruction; explain what "collection of labs" means.
			CNIT R198A – Certification Preparation
			Changes Needed: change D2L to District provided CMS; use complete sentences in Methods of Instruction; check boxes for Information Transfer that align with Methods of Instruction.
			HED R101 – Health and Society
			Changes Needed: change "scheduled" to "effective".
			HED R102 – Fitness/Nutrition/Health
			Changes Needed: change "scheduled" to "effective".
			HED R103 – Women's Health
			Changes Needed: change "scheduled" to "effective".
			HED R107 – Health/Fitness/Self-Defense
			Changes Needed: change "scheduled" to "effective".
			HIST R124 – Sports in American History
			Changes Needed: none.
			MATH R032 – Intermediate Algebra for Non-STEM

				Majors
				Changes Needed: fix typo "announcents" to "announcements". Are the real-time online meetings two-way interactions? If so, check appropriate Info Transfer box.
				MATH R033 – Pathway to STEM
				Changes Needed: fix typo "announcents" to "announcements". Are the real-time online meetings two-way interactions? If so, check appropriate Info Transfer box.
				PHIL R101 – Introduction to Philosophy
				Changes Needed: return; request new form.
				PHIL R101H – Honors: Introduction to Philosophy
				Changes Needed: return; request new form.
				PHIL R102 – Introduction to Ethics
				Changes Needed: return; request new form.
				PHIL R102H – Honors: Introduction to Ethics
				Changes Needed: return; request new form.
				PHIL R115 – Comparative World Religions
				Changes Needed: return; request new form.
				PHIL R115H – Honors: Comparative World Religions
				Changes Needed: return; request new form.
				PHIL R116 – Contemporary Moral Issues
				Changes Needed: none.
				SJS R110 – Introduction to Social Justice Studies
				Changes Needed: none.
				SJS R120 – Introduction to Women's Studies
				Changes Needed: none.

			SJS R130 – Introduction to LGBTQ Studies
			Changes Needed: none.
			C. Mainzer moved to return the DL Appendices for PHIL R101, R101H, R102, R102H, R115, and R115H, and request the information on the new form, H. Bouma seconded, and the motion carried unanimously.
			H. Bouma moved to conditionally approve the remaining appendices pending edits, I. Edwards seconded, and the motion carried unanimously.
V.	Distance Learning Appendix Consent Agenda	I, AT	HIST R130, HIST R140, HIST R150, HIST R160
			H. Bouma moved to approve the consent appendices, I. Edwards seconded, and the motion carried unanimously.
VI.	Faculty Distance Education Approval	I	None
	INFORMATION/DISCUSSION		
VII.	Distance Education Handbook	I, D, AN	H. Bouma walked through the submitted comments to the handbook and the DE Committee discussed the comments one at a time. The committee agreed to use LMS (Learning Management System) instead of CMS (Course Management System). Faculty DE certification and recertification is still a possible issue with the current AFT faculty contract. DE Terminology will be moved to an appendix of the handbook. The DE Committee does not create expectations, rather we advise on best practices. Sections 5 onward of the handbook should be appendices. *Krista will write an appendix on How to Submit a DL Appendix for Approval, and send it to Hank for inclusion. A. DE-related Definitions/Terminology – This will be an appendix of the handbook. We are choosing to use Learning Management System (LMS), not Course Management System (CMS).
VIII.	Changes to Participatory Governance Manual re. DE Committee	I	Postponed until December meeting.
IX.	Distance Education Cross District Planning and	I, D, AN	A. Sandford summarized a discussion he had with his counterparts at Ventura College and Moorpark

			College. Save the date on Jan. 29 for a three college DE Summit on the Online Education Initiative (OEI), the Canvas roll out, and other common projects. DE Terminology was discussed. The Oxnard Web Class link from the online schedule of classes leads to an outdated OC DE Courses text window. *Ashley will research how to update the text, or if the link can lead to the DE webpage instead. C. Mainzer reported that the first draft of the written accreditation report was submitted mid-October, including a section on Distance Education. Next steps for the accreditation report will be formatting and gathering evidence.
	Accreditation		
X.	Distance Education vs. Correspondence Education	I	Postponed until December meeting.
XI.	Distance Learning Appendix form – add examples to check list	I	Postponed until December meeting.
XII.	Creating local standards for OC courses taught via DE to align with the Online Education Initiative's (OEI) Course Design Rubric	I	Postponed until December meeting.
XIII.	ITAC/DEC - Selection of Faculty Representative and Report	I, D	A. Chelonis reported that Andres Orozco volunteered to be the new faculty co-chair of ITAC. The November ITAC meeting is cancelled. Kevin Hughes will also be an Oxnard College faculty representative on ITAC.
XIV.	New Business	I	None
XV.	Next meeting	I	The next meeting will be held on December 3, 2015 at 2:00 pm in the Counseling Conference Room.
XVI.	Adjournment	AT	**B. King-Rushing adjourned the meeting at 3:54 pm.**