



## DISTANCE EDUCATION COMMITTEE MEETING NOTES OF MAY 2, 2013

**Present:** Elissa Caruth (*co-chair*), Ken Sherwood (*co-chair*), Diane Eberhardy, Bola King-Rushing

**Absent:** Bret Black, Hank Bouma, Ishita Edwards, Christiane Mainzer, Evangeline Wilkes

**Guests:** Chris Horrock, Keenan Kbrick

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Meeting Date: **5/2/13**      Approval of Minutes from: **4/4/13**      Recorded By: **Frances Lewis**

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

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### **DISCUSSION/DECISIONS**

1.	Welcome/ Announcements	AT	Meeting was called to order at 2:40 p.m.  The discussion in regards to quorum was not included on the agenda as this will be discussed at the next Fall 2013 meeting.
2.	Review of the Notes from April 4, 2013	I	Meeting notes of April 4, 2013 will be reviewed at the next Fall 2013 meeting.
3.	Action Items :		
3a.	Approve Notes from April 4, 2013	I	Meeting notes of April 4, 2013 will be approved at the next Fall 2013 meeting.
3b.	DL Appendices SOC R110, SOC R108, PHIL R135, PHIL R101, PHIL R105, HIST R108	D  AT  AN  D	A discussion arose in regards to the boiler-plate language in the appendix. Can the committee provide a guideline as to when or when not to use this language? E. Caruth stated that this language has been discussed extensively and the committee will be revising the forms in the fall to address this concern.  After reviewing the DL appendices for PHIL R134, PHIL R101, and PHIL R105, E. Caruth called for a motion to approve. B. King-Rushing moved to approve, D. Eberhardy seconded, and the motion carried unanimously.  E. Caruth will send an email to C. Horrock that these DL appendices have been approved.  A question was asked about the wording in section 1, under Methods of Instruction, if "Regular effective contact . . . ." is the common wording of what it will

			<p>be. K. Sherwood stated that when he was reviewing the regular effective contact policy, he learned that this language needs to be permanently included with the appendix. Title 5 expects us to have a district-wide definition of what regular effective contact is. So, that language will be boiler-plate but probably will be adjusted some in the fall as we strive towards having a district-wide language.</p> <p>Also in regards to this language, what is called for in Title 5 is an identification of the frequency of the contact. We must also include the regularity of this contact. For example, for a 3-unit course, it will need to state that this course meets three hours a week for a total of 52.5 hours.</p> <p>K. Sherwood stated that when the committee reconvenes in the fall, a recommendation may be needed for the courses that have been approved prior to this point to be reviewed in the context of the new language once it is developed.</p> <p>C. Horrock asked if the committee can periodically offer an example for the instructors on what the committee is looking for, so as to avoid the form being sent back to the author for revisions. E. Caruth stated that will be looked at in the fall.</p> <p>AT After reviewing the DL appendix for SOC R108, E. Caruth called for a motion to approve. B. King-Rushing moved to approve, D. Eberhardy seconded, and the motion carried unanimously.</p> <p>AN E. Caruth will send an email to C. Horrock that this DL appendix has been approved.</p> <p>D A very lengthy discussion ensued in regards to SOC R110. This was in regards to the last sentence located in section 1, under Methods of Instruction. This last sentence is: This course will use a course management system acceptable to VCCCD for online courses, as well as email for students.</p> <p>AT After discussing and reviewing the DL appendix for SOC R110, E. Caruth called for a motion to approve. B. King-Rushing moved to approve, D. Eberhardy seconded, and the motion carried unanimously with one abstention.</p> <p>AT After reviewing the DL appendix for HIST R108, E. Caruth called for a motion to approve. B. King-Rushing moved to approve, D. Eberhardy seconded and the motion carried unanimously.</p>
4.	Discussion Items:		

4a.	Online Drop Advisory DRAFT	I	E. Caruth stated that in light of the small membership at this meeting and the situation with the wild fires burning in our county, one very close to her home and mother's home, she is requesting that the rest of the agenda items be postponed for the next meeting in the fall.
4b.	Regular Effective Contact	AT	<b>E. Caruth called for a motion to approve. B. King-Rushing moved to approve, D. Eberhardy seconded, and the motion carried unanimously.</b>
4c.	D2L Student training sessions for Fall		
4d.	Hi-T – revise format, keep, eliminate?		
4e.	Notes in the schedule - Ishita		
4f.	60%		
4g.	New chair for Spring 2014		
5.	Other Items/Open Discussion	I, AT	See above comments and motion. Meeting adjourned at 3:15 p.m.