



# DISTANCE EDUCATION COMMITTEE MEETING MINUTES

**Present:** Elissa Caruth (Co-Chair), Hank Bouma, Ishita Edwards, Keenan Kibrick, Jessica Kuang, Krista Mendelsohn, Marc Prado, Evangeline Wilkes

**Absent:** Ken Sherwood (Co-Chair), Chris Mainzer

**Guests:** Kevin Hughes

Meeting Date: **10/3/13**      Approval of Minutes from: **09/05/13**      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, AT	E. Caruth called the meeting to order at 2:02 p.m. and declared a quorum present.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>E. Caruth called for a motion to accept the agenda as amended. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.</b>
III.	Approval of Minutes	I, AT	Corrections to the September 5, 2013 Minutes: none.  <b>E. Caruth called for a motion to accept the September 5, 2013 minutes as presented. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.</b>
IV.	Distance Learning Appendices	I, D, AT	E. Caruth suggested reviewing, discussing, and approving one discipline at a time.  ADS R117, ADS R119, ADS R120 – Correct spelling: virtual office <del>hour</del> <b>hours</b> ; <del>sikis</del> <b>wikis</b> . – <b>Approved upon revision</b>  <b>E. Caruth called for a motion to accept the ADS appendices as amended. H. Bouma moved to accept, J. Kuang seconded, and the motion carried unanimously.</b>

			<p>ECE R102, ECE R106, ECE R107, ECE R113, ECE R115, ECE R116, ECE R129 – These appendices are identical to the ADS appendices. Correct spelling: virtual office <del>hou</del> <b>hours</b>; <del>sikis</del> <b>wikis</b>. – <b>Not approved.</b> Changes needed: Revise with original authorship, focus on what is appropriate for this course, and gain online training from Instructional Support Services staff.</p> <p><b>E. Caruth called for a motion to request revisions from the author. E. Wilkes moved to accept, H. Bouma seconded, and the motion carried unanimously with one abstention.</b></p> <p>Discussion took place regarding the cut and paste method used to complete the DL appendices. E. Wilkes agreed to create a draft DL appendix that would have a more “check box approach” along with an open-ended option. K. Kibrick agreed to help insert hyperlinks in the draft appendix to help explain what each option means.</p> <p>GEOG R105 – correct typo “required attendance off of...” – <b>Approved upon revision</b></p> <p><b>E. Caruth called for a motion to accept the appendix as amended. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.</b></p>
V.	Faculty Distance Education Forms	I, D, AT	<p>Josepha Baca – Correct “instructional technology department <b>support services...</b>”; “the on-campus...”; “All online Business courses have been approved <del>but</del> <b>by</b> the Curriculum Committee and meets ADA standards.”</p> <p>Mark met with both Josepha and Marnie, and was impressed with their online abilities and deemed them knowledgeable. I. Edwards expressed that it was helpful to hear from Mark about how their training went, in addition to reviewing the forms as a committee.</p> <p>Discussion took place regarding a need for an updated faculty DE form. M. Prado agreed to create a draft new faculty DE form.</p> <p><b>E. Caruth called for a motion to accept Josepha Baca’s faculty form as amended and give the DE Committee’s endorsement. M. Prado moved to</b></p>

			<p><b>accept, H. Bouma seconded, and the motion carried unanimously.</b></p> <p>Marnie Melendez – Corrections needed: Instructor Contact: “mentor model. Communication will <b>be</b> done through...”; “Turnitin”-; “<del>thru</del> through...”</p> <p>Discussion took place about using D2L vs. district-provided CMS.</p> <p><b>E. Caruth called for a motion to accept Marnie Melendez’s faculty form as amended. I. Edwards moved to accept, E. Wilkes seconded, and the motion carried unanimously.</b></p>
	INFORMATION/DISCUSSION		
VI.	Online Drop Policy DRAFT	I, D	E. Caruth collected suggestion/revisions/drafts from committee members, and will input the revisions to bring back for more discussion next month.
VII.	Regular Effective Contact Policy DRAFT	I, D	E. Caruth collected suggestion/revisions/drafts from committee members, and will input the revisions to bring back for more discussion next month.
VIII.	Quorum	I, D	E. Caruth will email those members who are not regularly attending to determine who is still a member. We will discuss membership in November as an action item. Elissa suggested a quorum being a set number of people. Discussion took place regarding three vs. four members to conduct a quorum.
IX.	D2L Training, Mentorship, and Hi-Ts	I, D	<p>Elissa, Marc, Bola, and Keenan created a D2L Classroom that could enroll all faculty as students. Elissa showed the committee the draft D2L Classroom. Discussion threads have been started on Successes and Challenges, and Hi-T topics. These could be used as flex activities, and the checklist within each Discussion topic to determine who has completed what. Elissa suggested enrolling all of the DE Committee members, and asking members to play around with the site. In Spring, Elissa plans to bring the site to the Academic Senate, and encourages us to use it and show how it works. Committee members were asked to post ideas for how this may work best in the appropriate discussion thread.</p> <p>Keenan has IT permission to install Read and Write Gold on faculty computers on campus, so email</p>

			Keenan if you are interested.
X.	ADA Compliance	I, D	K. Kibrick shared that by 2016 there will be an audit by the state or fed for ADA compliance. All documents (especially pdfs and pictures) must be OCR compatible, and all videos must be closed captioned or have alternative documents describing them, such as a transcript. A computer in the Faculty Resource Center has Adobe Acrobat Pro to change pdfs to OCR compatibility. ISS is planning to create a video instructing faculty on how to complete this process. A transcript for a video counts as ADA compliant. Graphs also must be described. Keenan wants to invite Rick from EAC to a future DE meeting to provide more information. Elissa will put this item on the agenda in November for further discussion.
XI.	New Chair for Spring 2014	I, D	E. Caruth is happy to mentor the next chair.
XII.	Other Items/Open Discussion	I, D	I. Edwards raised a question about emails she is receiving regarding training opportunities. These trainings cost money, and Ishita is wondering about these opportunities. She will forward the emails to Keenan, Marc, and Ken for input.  E. Wilkes wondered about the possibility of a campus-wide chat room for online students. Elissa suggested that it is a possibility, and would require some further thought.  E. Caruth adjourned the meeting at 3:35 pm.