



DISTANCE EDUCATION COMMITTEE MEETING NOTES FOR APRIL 4, 2013

Present: Elissa Caruth (*co-chair*), Ken Sherwood (*co-chair*), Bret Black, Hank Bouma, Ishita Edwards, Bola King-Rushing

Absent: Diane Eberhardy, Kevin Hughes, Jerry Lulejian, Christiane Mainzer, Matilde Sanchez, Emma Waits, Evangeline Wilkes

Guests: Chris Horrock

Meeting Date: **4/4/13** Approval of Minutes from: **3/7/13** Recorded By: **Frances Lewis**

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

DISCUSSION/DECISIONS

1.	Welcome/ Announcements	AT	Meeting was called to order at 2:30 p.m. There were no announcements.
2.	Review of the Notes from March 7, 2013	AT	After reviewing the notes for March 7, 2013, E. Caruth called for a motion to accept. B. Black moved to accept, I. Edwards seconded, and the motion carried unanimously with one abstention.
3.	Action Items:		
3a.	DL Appendices to approve ENGL R157, ENGL R189C, ENGL R068	D, AT D, AT D, AT	After reviewing the DL appendix for ENGL R068, the committee agreed to change “and” and to change “approve CMS” to “provider” in the paragraph, under Methods of Instruction. Contingent upon revisions, E. Caruth called for a motion to approve the DL appendix for ENGL R068. B. King-Rushing moved to approve, H. Bouma seconded, and the motion carried unanimously. After reviewing the DL appendix for ENGL R157 and ENGL R189C, E. Caruth called for a motion to approve. B. King-Rushing moved to approve, E. Wilkes seconded, and the motion carried unanimously.
3b.	Faculty Distance Education Training Form	D	E. Caruth distributed a faculty distance education training form from J. Kuang to the committee for review. This form is to be used by a first-time instructor looking to get the committee’s endorsement as a qualified online instructor. This form verifies that they have been through training.

		<p>AT</p> <p>AN</p>	<p>There was discussion in regards to the response to the part of the form under Instructor Contact that asks “How do you plan on initiating contact with enrolled students?” It was mentioned that some online instructors have students from many areas that cannot attend an on-site orientation. As for J. Kuang’s response, it is in line with how the Math department teaches their on-line courses. It was requested to have further discussions on this topic in the Fall.</p> <p>Contingent upon grammatical correctness, E. Caruth called for a motion to approve J. Kuang’s distance education training form. B. King-Rushing moved to approve, H. Bouma seconded, and the motion carried unanimously.</p> <p>E. Caruth will email J. Kuang in regards to the grammatical correctness.</p>
4.	Discussion Items:		
4a.	Online Drop Policy Statement – review draft	<p>I</p> <p>AN</p> <p>D</p>	<p>E. Caruth distributed a draft document in regards to distance education drop policy for the committee to review. This is just a first draft. It will not be voted on. Please feel free to edit this handout, write comments on it and return to E. Caruth at the end of this meeting for her to use in the preparation of the second draft of this document. The second draft will be presented at the next meeting.</p> <p>K. Sherwood stated that according to Title 5, you may only drop a student for being absent. You may not drop them for not doing their work. The challenge with online classes is that many instructors have it set-up where the two are equal and the way student’s attendance is tracked is by whether or not students are doing their work. Now with the D2L system it allows you to track whether or not the students are signing in. The problem we run into is, if the students are signing in, is this effectively considered as showing up to class? and not just doing their homework. Plus instructors are not required to use D2L so this becomes a gray area where a solution needs to be found.</p> <p>It was asked, “what are we trying to achieve with this policy?” since it cannot supersede any other policy that is already in existence. It was stated that this is essentially an advisory since we have faculty asking for a set of guidelines on how to solve this issue.</p>

4b.	Regular Effective Contact – review draft	I, D AN	E. Caruth distributed a draft document in regards to regular effective contact for the committee to review. This is a direct charge from Erika Endrijonas, EVP of Oxnard College. This will become policy. This draft will also be sent out electronically to the committee members. Please return it to her with your comments and she will revise it and present it again at the next meeting.
4c.	Enabling a DE course	I, D	B. King-Rushing presented this information. In order for a course to be taught online, there are two things that are necessary, 1) the course by law must have a distance learning appendix, 2) the instructor should be qualified to teach online or endorsed by the Distance Education Committee. The second item is not an actual hard requirement but faculty does need to be using the training form as an advisory tool for the committee. These two items in concert is what enables a course to be offered online. A lot of instructors do not have these forms on file because they are experienced online instructors. There are 32 instructors endorsed by the committee of which 22 are prequalified. This means that these instructors met the criteria set by the committee on past experience and so were automatically endorsed without having to take the additional training. K. Sherwood stated that the training is guidance for faculty. This will be discussed further in the Fall.
4d.	Finding proper forms		E. Caruth stated that finding the proper forms is difficult and confusing. There needs to be improvements in locating these forms electronically. She suggested having a folder labeled as blank forms in SharePoint. B. King-Rushing guided the committee on how to find the DL appendix form in SharePoint. When you are in SharePoint, select Curriculum Committee, select Curriculum Documents, select Current Course Outline forms & Other Forms for Curriculum, select Forms DL Appendix. A dialog box will open requesting to open document, click OK. If anyone has a problem accessing any of these steps, contact Bola and he will assist you.
4e.	Active and participating members of the DEC	AN	E. Caruth will contact L. Kamaila asking who is officially on this committee.
4f.	Quorum		We can define our own quorum but to do this we need to know who is officially on this committee so

			contingent upon L. Kamaila's response, this will be postponed.
4g.	Best Practices/Online Instruction Guidelines		E. Caruth called for a motion to postpone agenda item 4g. Ishita Edwards moved to accept, D. Eberhardy seconded and the motion carried unanimously.
5.	Other Items/Open Discussion		In the Fall, E. Caruth would like to discuss how this committee is going to move forward and policies that will be set. Meeting was adjourned at 4:05 p.m.