DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Bola King-Rushing (Co-Chair), Hank Bouma, Ishita Edwards, Jessica Kuang, Jerry Lulejian, Chris Mainzer, Marc Prado, Lucy Solomon	
Absent:	Ken Sherwood (Co-Chair), Robert Cabral, Ron McClurkin, Marnie Melendez Alessandro Neri, Sylvia Schnopp	
Guests:	None	

Meeting Date: **5/7/2015**	Approval of Minutes from: **4/9/2015**	Recorded By: **Krista Mendelsohn**

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

DISCUSSION/DECISIONS

	ACTION		
I.	Call to Order & Welcome	I, AT	B. King-Rushing called the meeting to order at 2:06 p.m. and declared a quorum present. The following proxies were announced: Robert Cabral for Marnie Melendez.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. **The agenda was approved by consent.**
III.	Approval of Minutes	I, AT	Corrections to the April 9, 2015 Minutes: none. **L. Solomon moved to accept the April 9, 2015 minutes as presented, H. Bouma seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices Approval	I, D, AT, AN	CNIT R150 – Virtualization Changes Needed: Change D2L to District-approved CMS. Remove Twitter as a brand. Use narrative language, rather than just a list. **I. Edwards moved to conditionally approve the appendix pending edits, H. Bouma seconded, and the motion carried unanimously.**
V.	Faculty Distance Education Approval	I	None
VI.	Response to the OC Curriculum Committee regarding the Online	I, D, AN	It would be nice to have the final version of the rubric embedded in the OC DE Webpage. Discussion took place regarding who is responsible

	Education Initiative's (OEI) Course Design Rubric		for maintaining webpages. *Krista is sharing the rubric with the Curriculum Committee next week.
	INFORMATION/DISCUSSION		
VII.	Revision of Distance Learning Appendix form	I, D	I. Edwards shared feedback from her department. Social Sciences did not feel that the narrative section of the form is so important. Social Sciences also does not feel the question about justifying offering a course in a DE modality is important. L. Solomon stands by her earlier thoughts that keeping a narrative section allows the faculty member a space to think through best practices for reaching students in an online format. English Department has not discussed the appendix form. CTE Department feels that all the rationale is in a course outline, and does not need to be spelled out in the DE appendix. Closed captioning does not need to be mentioned in the appendix. The committee agreed to leave the DE Appendix as is for now.
VIII.	Report on ITAC/DEC	I, D	L. Solomon shared that Ken expressed OC's DEC discussion about AP 4105, and how it was the language from the state. ITAC discussed the Online Education Initiative (OEI) and there was a demonstration of Canvas. ITAC discussed delaying Canvas implementation until after accreditation, and may possibly implement it in a tiered approach. VCCCD will continue with our D2L contract. Lync has become Skype for Business. We are still using Lync for now. Ashley Chelonis at MC has faculty that want to use Google Docs. Our email is actually Gmail, which has been rebranded as @vcccd.edu. ITAC members would pilot using Google Docs for courses. Let Mike Rose know if you wish to pilot it in your course. Google Docs would allow students to work collaboratively on a document. Lucy will ask Dave Fuhrmann if she can share the latest draft of the IT Strategic Technology Plan for 2015-2018.

IX.	Distance Education Handbook Progress Report	I, D, AN	H. Bouma shared that he has received input on the draft handbook from two people, Jerry and Lucy. B. King-Rushing offered to finish the draft with Hank this summer. I. Edwards has comments that she will submit. Hank prefers to receive separate comments rather than via track changes in Word. *The committee is asked to review the handbook over the summer and continue to send input to Hank.
X.	Distance Education Committee Webpage	I, D, AN	K. Mendelsohn suggested using the format from the DCHR webpage to organize agendas and minutes. Webpage suggestions were made: Remove TV enhanced courses on main page. Remove any year-specific information. Remove OCTV from suggested committee reps. Update the Authority, Purpose, and Goals from the monthly agendas. On DE Training page, remove Course Studio and the paragraph about funds available in 2011-2012. Discussion took place regarding who should receive DE Faculty training. Faculty should understand that just because someone receives training, s/he should not expect to receive online courses.
XI.	New Business	I	M. Prado has had students approach him and ask for help in obtaining the free licenses of Microsoft Office. You can use Google to search for "VCCCD Microsoft Office," and the first link that comes up gives instruction on our district website on how to install the software.
XII.	Next meeting	I	The first meeting of the 2015-16 academic year will be held on September 3, 2015 at 2:00 pm.
XIII.	Adjournment	AT	**B. King-Rushing adjourned the meeting at 3:20 pm.**