DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present:	Elissa Caruth (Co-Chair), Ken Sherwood (Co-Chair), Ishita Edwards, Kevin Hughes, Keenan Kibrick, Jessica Kuang, Chris Mainzer, Krista Mendelsohn, Marc Prado
Absent:	Hank Bouma, Evangeline Wilkes
Guests:	

Meeting Date: **12/05/13**	Approval of Minutes from: **11/07/13**	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 2:05 p.m. and declared a quorum present. Ken Sherwood will be proxy for Evangeline Wilkes. Kevin Hughes will submit his Faculty DE Form for review at our Feb. meeting.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. **E. Caruth called for a motion to accept the agenda as presented. C. Mainzer moved to accept, I. Edwards seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT	Corrections to the November 7, 2013 Minutes: none. **E. Caruth called for a motion to accept the November 7, 2013 minutes as presented. C. Mainzer moved to accept, M. Prado seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices	I, D, AT	Kevin Hughes shared the work he undertook regarding the taskforce created to revise the Distance Learning Appendix. As long as our appendix meets the Title 5 requirements, and is easy for faculty to complete, it can be revised at our discretion. In Kevin's opinion, a better use of our committee time would be to invite online instructors to share their best practices, similar to how disciplines share their SLO process during LOT meetings.

			ADS R124 – Ethics and Confidentiality for Alcohol/Drug Studies
			Changes Needed: none.
			ANTH R116 – Science, Technology, and Human Values. Co-listed with IDS R102.
			Changes Needed: delete "Click here & type" at the end of the narrative.
			GLOS R101 – Introduction to Global Studies
			Changes Needed: delete "Click here & type" at the end of the narrative.
			IDS R102 – Science, Technology, and Human Values. Co-listed with ANTH R116.
			Changes Needed: delete "Click here & type" at the end of the narrative.
			IDS R110 – Frontiers of Thought
			Changes Needed: resubmit on correct form.
			E. Caruth called for a motion to approve the appendices pending minor edits. C. Mainzer moved to accept, I. Edwards seconded, and the motion carried unanimously with one abstention.
V.	Faculty Distance Education Forms	I, D, AT	Sylvia Schnopp
			Changes Needed: none.
			E. Caruth called for a motion to accept the faculty form as presented and give the DE Committee's endorsement. I. Edwards moved to accept, C. Mainzer seconded, and the motion carried unanimously.
VI.	New Chair for 2014	I, D, AN	A discussion took place about how to find a new faculty co-chair. No faculty member has been willing to take the position to date. Keenan Kibrick offered to step in an interim chair until a faculty co-chair is found. Elissa will share her binder of DE practices that she made. Ken Sherwood will chair the meeting in February, although he feels it is inappropriate for

			an administrator to be the chair of a faculty committee. These developments will be shared at the next Curriculum Committee meeting. *Put this item on Feb. agenda.
	INFORMATION/DISCUSSION		
VII.	Forms Revision	I, D, AN	DL Appendix – E. Wilkes The task force has not yet met. See Kevin Hughes's comments above. Faculty DE Form – M. Prado disseminated a draft of the form via email and reviewed it with the committee. Committee members gave suggestions, including adding "please use original authorship," and turning the Accessibility section into checkbox answers, or combining it with the Course Standards and Student Learning checkbox. *Marc will bring another revision in Feb.
VIII.	ADA Compliance	I, D, AN	K. Kibrick shared that a discussion needs to take place on how to make every distance education course ADA compliant by 2016. He is making videos and a D2L lesson to teach faculty how to comply. K. Sherwood suggested making a stand-alone process a function of this committee. The committee questioned whether this would be a district-wide process, rather than campus by campus. How can this process take place without faculty policing other faculty? Will we have to look at every DE course to ensure compliance, or can we provide training to every DE faculty as compliance? Any process we create should go through the Academic Senate. *Krista will email the CCC Distance Education Accessibility Guidelines to the committee.
IX.	Membership	I, D, AN	We can operate under the membership guidelines from the PG Handbook. K. Sherwood suggested that any department that wishes to offer distance education courses should have a representative on our committee. *Continue this discussion in Feb.
X.	Review of the D2L Faculty Classroom	I	None.
XI.	Online Drop Policy DRAFT	I, AN	Elissa will continue working on this, and email it to the group on Jan.
XII.	Regular Effective Contact Policy DRAFT	I, AN	Elissa will continue working on this, and email it to the group on Jan.

XIII.	Other Items/Open Discussion	I, D, AN	K. Sherwood suggested three foci for our committee:
			1. Review and approve the DL appendices.
			2. Set the direction for what we want to do and see for this campus. (Philosophical meeting)
			3. Regulatory compliance – discussion should begin here and recommendations made to other bodies. (Business meeting)
			We could structure meetings differently, e.g. start with appendices, and then switch between foci 2. and 3. every other meeting.
			K. Kibrick shared that there is a new look to eLumen now and there will be a new version of eLumen in mid-January (15.1 instead of 15.0). The new version should not affect faculty, and will not change the look, but rather would fix some issues.
			We are getting new phone systems in February. An upgrade to D2L will be instituted during winter break.
			K. Sherwood shared that the AFT contract now has a DE article. Up to now, hybrid courses were not included in the DE definition, and therefore not counted as part of the 60% maximum for DE courses in a faculty's load. Now, hybrid courses are considered DE, and will be added to the calculation, thus limiting faculty's DE courses. *Ken will ask E. Endrijonas if this affects load only or also overload.
XIV.	Adjournment	I	E. Caruth adjourned the meeting at 3:32 pm.