



# DISTANCE EDUCATION COMMITTEE MEETING MINUTES

**Present:** Becca Porter (Co-Chair), Ishita Edwards, Kevin Hughes, Jessica Kuang, Chris Mainzer, Krista Mendelsohn, Evangeline Wilkes

**Absent:** Ken Sherwood (Co-Chair), Hank Bouma, Marc Prado

**Guests:**

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Meeting Date: **2/06/14**      Approval of Minutes from: **12/05/13**      Recorded By: **Krista Mendelsohn**

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

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## **DISCUSSION/DECISIONS**

	ACTION		
I.	Call to Order, Welcome, & Announcements	I, D	B. Porter called the meeting to order at 2:18 p.m. and declared a quorum present. Becca Porter introduced herself. She is an adjunct faculty member in Addictive Disorder Studies. The remainder of the committee introduced themselves.
II.	Adoption of Agenda	I, D, AT	Additions/Changes to the Agenda: move item VII to the next month's agenda.  <b>B. Porter called for a motion to accept the agenda as amended. C. Mainzer moved to accept, I. Edwards seconded, and the motion carried unanimously.</b>
III.	Approval of Minutes	I, AT	Corrections to the December 5, 2013 Minutes: none.  <b>B. Porter called for a motion to accept the December 5, 2013 minutes as presented. I. Edwards moved to accept, K. Hughes seconded, and the motion carried unanimously.</b>
IV.	Distance Learning Appendices	I	None
V.	Faculty Distance Education Forms	I, D, AT	<b>Kevin Hughes</b>  Discussion took place about how Kevin would contact students weekly, and whether the mandatory orientation for his online courses would take place on campus or online. Kevin explained

			<p>how he built and simplified his D2L home page. Changes Needed: none.</p> <p><b>B. Porter called for a motion to accept the faculty form as presented and give the DE Committee's endorsement. I. Edwards moved to accept, E. Wilkes seconded, and the motion carried unanimously with one abstention.</b></p> <p><b>Bola King-Rushing</b></p> <p>Changes Needed: none.</p> <p><b>B. Porter called for a motion to accept the faculty form as presented and give the DE Committee's endorsement. K. Hughes moved to accept, J. Kuang seconded, and the motion carried unanimously.</b></p>
VI.	New Chair for 2014	I, AT	<p><b>B. Porter called for a motion to approve herself. K. Hughes moved to accept, J. Kuang seconded, and the motion carried unanimously with one abstention.</b></p>
	INFORMATION/DISCUSSION		
VII.	Online Drop Policy DRAFT	I, D, AT	<p>Jessica Kuang distributed an example of student work from one of her online courses as an example of the necessity for a clear online drop policy. The question was raised about how to determine when it is ok to drop a student. Since both Ken Sherwood and Marc Prado were absent, the discussion was tabled until the March 6 meeting.</p> <p><b>B. Porter called for a motion to table the discussion of agenda items VII and VIII. I. Edwards moved to accept, E. Wilkes seconded, and the motion carried unanimously.</b></p>
VIII.	Regular Effective Contact Policy DRAFT	I, D, AT	See Agenda Item VII.
IX.	Other Items/Open Discussion	I, D, AN	<p>An idea was raised to create an online faculty endorsement working group in order to create more cohesion among the online-teaching faculty. Student evaluations could be used to determine whether an online-teaching faculty needs to be re-endorsed by our committee on a cycle. Student skill level also plays a role in the success of an online course.</p> <p>Student orientations in D2L were discussed, and whether making them mandatory would be helpful.</p>

			Discussion took place about the goals of the DE committee, and what could and should be discussed during our meetings. It may be time to revisit the DE Committee's goals and Oxnard College Distance Education Master Plan; and how the DE Committee is structured. Krista will put this on the March agenda.
X.	April 3 <sup>rd</sup> Meeting	I, D	Cancel or reschedule? April 10 was chosen as the tentative meeting date.
XI.	Adjournment	I	B. Porter adjourned the meeting at 3:22 pm.