



# DISTANCE EDUCATION COMMITTEE MEETING MINUTES

**Present:** Becca Porter (Co-Chair), Ken Sherwood (Co-Chair), Ishita Edwards, Kevin Hughes, Jessica Kuang, Chris Mainzer, Krista Mendelsohn, Marc Prado

**Absent:** Hank Bouma, Evangeline Wilkes

**Guests:** Bola King-Rushing

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Meeting Date: **3/06/14**      Approval of Minutes from: **2/06/14**      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, AT	B. Porter called the meeting to order at 2:08 p.m. and declared a quorum present. M. Prado announced upcoming free @one webinars that pertain to distance learning. J. Kuang added that most of the sections of the Online Teaching Conference in San Diego this summer can be attended online.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>B. Porter called for a motion to accept the agenda as presented. K. Hughes moved to accept, I. Edwards seconded, and the motion carried unanimously.</b>
III.	Approval of Minutes	I, AT	Corrections to the February 6, 2014 Minutes: none.  <b>B. Porter called for a motion to accept the February 6, 2014 minutes as presented. C. Mainzer moved to accept, J. Kuang seconded, and the motion carried unanimously.</b>
IV.	Distance Learning Appendices	I, D, AT	ACCT R101 – Financial Accounting  Changes Needed: Change “District approved” to “District provided”  ACCT R102 – Managerial Accounting  Changes Needed: Change “District approved” to “District provided”

			<p>BUS R103 – Business Mathematics</p> <p>Changes Needed: Change “District approved” to “District provided”</p> <p>BUS R104 – Business English</p> <p>Changes Needed: Change “District approved” to “District provided”</p> <p>BUS R124 – Organizational Behavior</p> <p>Changes Needed: Change “District approved” to “District provided”</p> <p><b>B. Porter called for a motion to approve the appendices pending minor edits. J. Kuang moved to accept, K. Hughes seconded, and the motion carried unanimously.</b></p>
V.	Faculty Distance Education Forms	I	None
VI.	Distance Education Drop Policy DRAFT	I, D, AT	<p>Discussion took place about how the current attendance policy in the catalog was created.</p> <p>The following edits were made to the document by the committee:</p> <p><del>“The student may not be given notification”</del> rather  “the instructor is not required to notify the student that s/he is being dropped after having provided students with the drop policy in the course syllabus.”</p> <p>Add “individual instructor (as stated in the syllabus and/or the college’s drop policy)…” and remove “as stated in the syllabus” from each of the below bullet points.</p> <p>J. Kuang questioned how to define completion of an assignment. The committee suggested clearly defining it in the syllabus for each course, and discussed timed assignments vs. assignments due by the end of the semester.</p> <p>If we are audited by the DOE to determine financial aid fraud, we need a clear way to define when the students last participated in the class. Marc explained that D2L still saves student data on the server, even if a faculty D2L user does not have access to it.</p> <p>More edits were made:</p>

			<p>Specific assignments within an online course can act as Attendance <del>Assignments</del> or Student Activity Indicators.</p> <p>Delete the bottom three little bullet points under Attendance and Student Activity Indicators. First little bullet point, <del>An</del> <b>Assignments and/or activities at the start of class indicating... Add third little bullet point "Completion of assignments and/or activities by due dates." Move second little bullet to first position.</b></p> <p>Remove caps from Attendance Assignments or Student Activity Indicators from bottom section. Bottom section gives examples that are too specific—delete this.</p> <p>The document will be presented to the Curriculum Committee for approval.</p> <p><b>B. Porter called for a motion to approve the policy contingent upon edits. C. Mainzer moved to accept, K. Hughes seconded, and the motion carried unanimously.</b></p>
VII.	Regular Effective Contact Policy DRAFT	I, D, AT	<p>B. King-Rushing explained the history of the policy. The audience of this policy is accreditors and all online-teaching faculty.</p> <p>Discussion took place regarding a time frame for an instructor answering a student's questions. Best practice is to respond to a student within 24-48 hrs, but it is not a policy. We do not have these policies for face-to-face courses.</p> <p>Edits were made to the document:</p> <p>Delete <del>usually within a week's timeframe at the most. Finally,</del> The instructor must <b>also</b> provide regular and timely feedback on, and assessment of, student work;"</p> <p>Second paragraph: becoming available online. Regular <del>and</del> effective contact.</p> <p>The committee would like to create a Best Practices document that suggests a student's question should be responded to within 48 hours.</p> <p>The Guideline for Section 55211 section came from <i>Distance Education Guidelines</i> from the CCCCCO.</p>

			<p>Include links to all regulations and guidelines instead of quoting them.</p> <p>The document will be presented to the Curriculum Committee for approval.</p> <p><b>B. Porter called for a motion to approve the policy contingent upon edits. I. Edwards moved to accept, B. King-Rushing seconded, and the motion carried unanimously.</b></p>
	INFORMATION/DISCUSSION		
VIII.	'Intro to D2L for Students' Workshops	I, D, AN	<p>M. Prado shared that Mati Sanchez ran the workshops in the past. This semester, Marc did all the work himself to advertise and teach them in spring. Marc is asking the committee to take ownership of the workshops and help him teach them. He wondered if the workshops need to exist. The workshops cover: how to submit an assignment, how to add to a discussion board, where to find their grades, etc. We can discuss more next month.</p>
IX.	Distance Education Student and Faculty Satisfaction Surveys for Spring 2014 from CCC Chancellor's Office	I	<p>K. Sherwood shared that we will need to participate and help facilitate these surveys. We will revisit this at our next meeting.</p>
X.	DE Committee Goals and Structure, OC Distance Education Master Plan	I	<p>Move this item to the top of the discussion items next month.</p>
XI.	Other Items/Open Discussion	I	<p>None</p>
XII.	Confirm next meeting	I	<p>April 10 was chosen as the next meeting date.</p>
XI.	Adjournment	AT	<p><b>B. Porter called for a motion to adjourn the meeting at 4:06 pm. K. Hughes moved to accept, I. Edwards seconded, and the motion carried unanimously.</b></p>