



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

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

Absent:

Guests: Bret Black, Bola King-Rushing, Mati Sanchez

Meeting Date: **11/07/13** Approval of Minutes from: **10/03/13** 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 2:32 p.m. and declared a quorum present. K. Kibrick made an announcement regarding the eLumen update. He requested that faculty do not enter anything in eLumen on Friday, Nov. 8. Keenan will be giving a presentation at LOT on what is new in eLumen. An email will be sent on Friday, Nov. 8 to faculty with instructions and information.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. E. Caruth called for a motion to accept the agenda as presented. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the October 3, 2013 Minutes: none. E. Caruth called for a motion to accept the October 3, 2013 minutes as presented. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.
IV.	Distance Learning Appendices	I, D, AT	ECE R102, ECE R106, ECE R107, ECE R113, ECE R115, ECE R116, ECE R129 – Approved pending revisions. A discussion took place regarding the usage of narrative answers that were written by another

			<p>faculty member and approved by the DE Committee already. The committee agreed that the current appendix form does not lend itself to original authorship, so it would be unfair for the committee to require a new standard. If we do change our form, this may be a moot point. The committee needs to decide what we are looking for, and be specific about a narrative with original authorship.</p> <p>Changes to the existing appendix form were suggested: Add a question about whether the author completed training with Marc Prado; change the word “may” in the introduction to the narrative to be more specific, such as “shall”. This form is to approve a course for distance learning, not an instructor. Perhaps regular effective contact belongs on the instructor form, not the course appendix. The appendix is part of the COR, so regardless of who is teaching the course, there is a minimum set of expectations. The appendix is an accreditation issue. It might behoove us to line the appendix up better with the COR.</p> <p>K. Hughes moved to table the ECE appendices, C. Mainzer seconded, and the motion carried unanimously.</p> <p>C. Mainzer moved to remove the ECE appendices from the table. E. Caruth called for a vote on the ECE appendices with minor revisions, and the motion carried unanimously.</p> <p>PE R124/DANC R110 – Suggested edits: “course management system” instead of “web management system.” Insert “a minimum of one hour.” Discussion took place regarding the one hour lab component of the narrative. The one hour of lab will be a variation of things, like video of the steps learned in class, readings, and viewing of other dances. – Approved pending revisions.</p> <p>E. Caruth called for a motion to accept the PE/DANC appendix as amended. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.</p>
V.	Faculty Distance Education Forms	I, D, AT	<p>Bola King-Rushing – not endorsed</p> <p>Discussion took place regarding whether a non-faculty can submit a faculty DE form. The committee</p>

			<p>agreed to not accept forms from non-faculty.</p> <p>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, H. Bouma seconded, and the motion did not carry, with 2 abstentions.</p>
VI.	Quorum – 3 members present, including the Chair	I, D, AT	<p>The default rule for a quorum is 50% + 1. However a committee can define it differently. Discussion took place regarding an appropriate number of members to define quorum.</p> <p>Amended quorum definition: quorum would be defined as five members present, including the chair</p> <p>E. Caruth called for a motion to accept the quorum definition as amended. I. Edwards moved to accept, H. Bouma seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
VII.	New Chair for Spring 2014	I	<p>Elissa is not continuing, so we need a faculty chair. Ken will chair the committee if needed, as was suggested by Erika. But that would not go along with the way business is done on this campus.</p>
VIII.	Forms Revision	I, D	<p>DL Appendix – Evangeline disseminated a rough draft for discussion. A task force was formed to continue working on the appendix: Evangeline Wilkes, Kevin Hughes, Ishita Edwards, Ken Sherwood, and Bola King-Rushing. The task force will meet, discuss and revise this form, and present in Dec.</p> <p>Faculty DE Form – Marc presented his thought process in modifying the Faculty DE Form. He suggested that we first make changes on the DL Appendix, and then he will update the faculty form. Marc will email the existing the form to the committee, and asked for comments.</p>
IX.	ADA Compliance	I, D	<p>K. Kibrick announced that a group met on campus to work on ADA Compliance. This topic will be embedded in a D2L training course. YouTube does closed captioning. Keenan will be posting a video online of how to use closed captioning. He will also explain how to adjust pdfs to be compliant. Transcripts or closed captioning are allowed.</p>

X.	Membership	I	We will discuss this in Dec.
XI.	Review of the D2L Faculty Classroom	I, D	<p>Elissa has not monitored the D2L Faculty Classroom. Some committee members have visited the site.</p> <p>Marc will add a discussion board for faculty suggestions on updates to D2L.</p>
XII.	Online Drop Policy DRAFT	I	Elissa still wordsmithing this and will get it to the committee in Dec.
XIII.	Regular Effective Contact Policy DRAFT	I	Elissa still wordsmithing this and will get it to the committee in Dec.
XIV.	Other Items/Open Discussion	I, D	None
XV.	Adjournment	I	E. Caruth adjourned the meeting at 3:57 pm.