



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Ken Sherwood (Co-Chair), Hank Bouma, Kevin Hughes, Bola King-Rushing, Jessica Kuang, Krista Mendelsohn, Marc Prado, Evangeline Wilkes

Absent: Ishita Edwards, Chris Mainzer

Guests: None

Meeting Date: **5/08/14** Approval of Minutes from: **4/10/14** 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, D, AT	K. Sherwood called the meeting to order at 2:10 p.m. and declared a quorum present. The following proxies were announced: Kevin Hughes for Ishita Edwards and Chris Mainzer.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. K. Sherwood called for a motion to accept the agenda as presented. H. Bouma moved to accept, E. Wilkes seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the April 10, 2014 Minutes: none. K. Sherwood called for a motion to accept the April 10, 2014 minutes as presented. H. Bouma moved to accept, E. Wilkes seconded, and the motion carried unanimously.
IV.	New Faculty Co-Chair	I, AN	*Krista will agendize this for the first fall meeting.
V.	Distance Learning Appendices	I, D, AT	ENGL R056 – Reading Skills 4 Discussion took place about the definition of a flipped course. Changes Needed: district's web management system to district-provided course management system. PowerPoints to PowerPoint. K. Sherwood called for a motion to approve the

			<p>appendix pending minor edits. B. King-Rushing moved to accept, H. Bouma seconded, and the motion carried unanimously.</p> <p>IDS R198 – Short Courses in Interdisciplinary Studies</p> <p>Changes Needed: none.</p> <p>K. Sherwood called for a motion to approve the appendix as presented. B. King-Rushing moved to accept, H. Bouma seconded, and the motion carried unanimously.</p>
VI.	Faculty Distance Education Forms	I, D, AT, AN	<p>Ron McClurkin</p> <p>Discussion took place regarding Ron McClurkin’s training. Marc Prado has not completed training with Ron, however Marc expects Ron’s training to be completed prior to the beginning of fall semester. The committee discussed the importance of the Faculty DE Form, and whether it is necessary or not.</p> <p>*Ken suggested that in the future, the ISS staff bring a list to each DEC meeting of faculty who has received training to be endorsed by the DEC.</p> <p>Changes Needed: none.</p> <p>K. Sherwood called for a motion to accept the faculty form as presented contingent upon completion of training by August 1. E. Wilkes moved to accept, H. Bouma seconded, and the motion carried unanimously.</p>
VII.	Committee Membership Definition	I, D, AT, AN	<p>K. Sherwood recommended that we establish a membership policy that any department wishing to offer online courses must have a member on the DEC. Missing departments currently are Visual and Performing Arts, PE, some CTE Departments, Transitional Studies, and possibly others. More members would provide for effective communication campus-wide. When the DEC makes decisions, a representative from each affected department should be present to receive that information and distribute it to the department.</p> <p>B. King-Rushing suggested the following definition:</p> <p>Every department that offers at least one distance-education course must send a representative to the</p>

			<p>committee. Any department that is unrepresented for three or more consecutive meetings shall have its dean and the EVP notified along with a recommendation that said department not have any DE offerings in the following term.</p> <p>B. King-Rushing moved to approve the membership definition, H. Bouma seconded, and motion carried unanimously.</p> <p>*Krista will put the membership definition on the first Curriculum Committee agenda in fall for review and discussion.</p>
	INFORMATION/DISCUSSION		
VIII.	Hi-Ts/Collegial Community for Online Pedagogy	I, D, AN	<p>M. Prado shared that Elissa Caruth created a D2L classroom called “Hi-Ts/Collegial Community for Online Pedagogy”. All members of the DEC are students in the classroom. The chair of the DEC could have the role of teacher, and Marc and Bola could be technical advisors. This classroom would provide online training and spark discussion on online best practices. Marc would like to see more activity in the online classroom, and invite the entire faculty to participate.</p> <p>Evangeline wondered how to bridge the gap to get better attendance with less-tech savvy faculty. She suggested offering face-to-face online training on varying days and at varying times.</p> <p>Hank suggested a monthly email reminder to all faculty to keep interest up. If topics are set ahead of time, that could get more interest.</p> <p>Kevin suggested inviting faculty to our DEC meetings to have a learning community component. Online teachers have lots of ideas to share.</p> <p>Bola suggested inviting all current online teaching faculty to participate in the D2L classroom.</p>
IX.	Revised Distance Learning Appendix and Distance Education Faculty Form	I, D, AN	<p>K. Sherwood suggested doing away with the Distance Education Faculty Form. *Krista will make this an action item for our first fall meeting. Recertification of online instructors should be an important issue for us starting in the fall.</p> <p>Jessica suggested holding a session during Professional Development Week on online</p>

			instruction. *Ken will ask Carmen Guerrero to put the session on the schedule, and Marc and Bola will co-lead the session with Ken.
X.	DE Committee Goals and Structure, OC Distance Education Master Plan	I	No discussion.
XI.	Other Items/Open Discussion	I	No discussion.
XII.	Next meeting	I	The first meeting for 2014-2015 will occur on Sept. 4, 2014 at 2:00 pm.
XIII.	Adjournment	AT	K. Sherwood called for a motion to adjourn the meeting at 4:00 pm. H. Bouma moved, J. Kuang seconded, and the motion carried unanimously.