

Distance Education Committee Minutes

President's Conference Room (PCR)

Wednesday, September 24, 2014

3:00 – 4:00 p.m.

Attendees

Administrative Co-Chair: Eric Ichon

Faculty Co-Chair: Linda Alexander

AFT Representatives: Lucy Blake (not present), Kenneth Taira (not present), Alice Taylor

Academic Senate Representatives: Dr. Arnita Porter, Kimberly Manner, Nancy Sander

Organizational Items

1. Meeting called to order at 3:00 p.m.
2. Minutes of the May 28th meeting will be brought to the next meeting
3. Committee Membership: Kim Manner will no longer be able to continue on the Committee due her other professional obligations. This was her last meeting as a Committee member.

Academic, Distance Education, and Professional Matters

1. Adding links to the vertical tool menu in Etudes shells: The Committee discussed the feasibility of adding links in terms of which ones and how many. We decided that we had to balance having too many (which could result in info overload for students) vs. having links that would be really useful for students. The decision: to add two links, one for our library and one for tutoring.
2. Online Education Initiative (OEI) pilot course selection: The Launch Colleges will go live next spring. West is not a Launch College. West is in the Online Student Readiness Pilot. Five West courses will be submitted for consideration for that Pilot, of those three will be selected. Eric will invite eligible online instructors of these courses to apply to participate.
3. Online Instructor's Handbook: Needs to be updated. It was decided that sections of the handbook would be assigned to specific Committee members to be updated. Eric is working on the Evaluation portion and will bring a draft to our next meeting on 10/22. Other sections needing revision include AFT Agreement updates and Best Practices for interaction with students. There was a suggestion to ask online instructors to send out syllabi two weeks before the semester starts. As long as this practice is voluntary it is not an AFT issue (the Agreement only requires that instructors submit syllabi during the first week of instruction). Another suggestion was to send online instructors a link to the Handbook on a regular basis so they have access to it.
4. Eric reminded us that the Etudes Summit is coming up November 5 – 7 in Long Beach. West is paying the registration fees for any instructors who wish to attend.

5. We also reviewed the Fall 2014 meeting schedule and it was decided that the schedule works for everyone.

Meeting Adjourned at 4:00 p.m.