

West Los Angeles College  
Distance Education Committee  
January 30, 2013 HLRC 112 2:30-3:30

**Attendees:** Linda Alexander, Eric Ichon (Resource), Tamara Jones-Jamison, Nancy Sander, Alice Taylor

The meeting was called to order at 2:45 p.m.

We reviewed and approved the minutes from the December 12, 2012 meeting.

At Dr. Vanita Nicholas's request, we discussed election of a new Chair for the Distance Education Committee due to her retirement in June 2013. Since Dr. Nicholas has an under load this semester she will not be on-campus very much.

- The Committee unanimously recommended that the Academic Senate appoint Eric Ichon, administrator, and Nancy Sander, faculty member, as co-chairs for the Distance Education Committee.
- We agreed to table the minutes from our November 2012 meeting to our first meeting in 2013.
- Dean Eric Ichon reported on the January 2013 DE Stakeholder meeting regarding:
  - The current status of the proposed District Student Authentication Policy which we hope to have approved prior to the next ACCJC visits in March 2013.
  - Cathy Iyemura, District Office, attended to discuss the apportionment formula for distance education classes. Since they are currently coded as independent study colleges are receiving less apportionment funding. This has significant budget implications, particularly for West due to our large DE program. Options that were discussed include centralizing DE at one college with the appropriate percentage of apportionment going to each college. Another option is for a college to have at least a 17.5 week long semester in order to get full apportionment funding.
- The Committee tabled a noticed motion regarding a proposed 17.5 week calendar until Rebecca Tillberg can meet with us to discuss the fiscal implications to the College since all classes for a college have to have the same semester length.
- The Committee discussed the ETUDES left menu navigation links which currently include Course Map, Home, Announcement, Syllabus, Modules, Assignments Test and Surveys, Discussions and Private Messages, Chat Room, Resources, Grade book, and Site info. What tabs should be added, if any?

- Tabs that we considered to be added to the left menu included Library, Online Counseling, DSPS, the ETUDES tutorial or to the Distance Learning website “For Students” link to online student services.
- Dean Ichon will check to see if we add this link if individual faculty can remove it if desired. Implementation is planned for Fall 2013.
- The ETUDES Course Map was discussed and demonstrated.

Course map

- Displays all activities a student needs to complete for the course
  - Items are listed as graded/ungraded
  - Is tied to the activity meter which only instructors have access to
  - Sorts items by due date?
- Alice Taylor agreed to present at Tech Fair on Course Map Put together Tech Fair presentation on course map.

Our next meeting will be on February 20, at 1:30 in HLRC 112 and every 3<sup>rd</sup> Wednesday after that.