

West Los Angeles College
Distance Education Committee
February 20, 2013, HLRC 112, 1:30 - 3

Attending: Linda Alexander, Eric Ichon (Resource), Tim Russell, Nancy Sander, Alice Taylor

Approval of the Minutes from our last two meetings was tabled until our next meeting on March 27, 2013.

We had a lengthy discussion concerning the need for a policy to ensure that instructors have access to the instructional equipment needed for their classes. For example, some instructors are being denied access to MSA classrooms at times when they are not in use due to “safety concerns”. These concerns have not been described nor are we aware of any policy related to this concern. Committee members agreed that it would be best if instructors had an opportunity to describe the type of equipment they use prior to rooms being assigned. Perhaps we could use some type of questionnaire similar to the one used for Tech Fair presenters.

Since Language Arts is such a large Division two committee members volunteered to conduct a pilot survey of Language Arts instructors which will give us a better idea of how to proceed with a full campus survey. This issue will be referred to the Technology Committee to ensure that all instructors get equitable access to instructional technology.

We also discussed the possibility of attracting additional instructors to Tech Fair by making it clear that the presentations are not only for online and hybrid course instructors. Additional professional opportunities including West Connect and Faculty Interest Groups were also discussed.

The Committee plans to work on several recommendations this year including:

- Recommendations for Tech Fair
- The Quality Matters initiative
- How SLOs will be assessed using measurable outcomes in online/hybrid classes

Future Meeting dates: March 27, April 17 & May 15, 2013
Location & Time: HLRC 112, 1:30 - 3