

Distance Education Committee Minutes
November 16, 2016

Linda Alexander,
Faculty Co-Chair

The meeting was called to order by Eric Ichon at 13:01.

The meeting addenda was adopted.

Nancy Brambila,
Academic Senate
Representative

Mauricio Chavarria, ASO Athletics Senator, introduced himself as the ASO Representative.

Suzanne Floyd,
Academic Senate
Representative

Guest Jeanene Ames, Supplemental Instruction Coordinator, was introduced. She announced that the December 2nd meeting of the Curriculum Committee may consider Supplemental Instruction imbedded tutoring, using the Canvas platform. That December meeting is scheduled to meet from 11:50 to 12:40 in LRC 218. This tutoring is designed for “difficult” courses and the tutoring will occur at set times. The Student Services Committee will decide which classes to include.

Eric Ichon,
Administrative
Co-Chair

Minutes of the October 19, 2016 meeting were approved with corrections.

Dr. Arnita Porter,
Academic Senate
Representative

A discussion was held outlining the advantages if Course Addenda were formally submitted at the same time as the Course Outline of Record. It was also announced that the locations of a number of these existing documents is not presently known to the DE Committee. In addition, a liaison from the DE Committee to the Curriculum Committee will be appointed.

Ken Taira,
AFT Representative

The signature process should be formalized. Whereas DE Strategies have no signature required, there should be an approval process. The approval process for the three forms should be outlined. Approved DE Addendums will be uploaded into ECD and the Curriculum drive. Academic Affairs will decide if hard copies need to be maintained.

Alice Taylor,
AFT Representative

There followed a discussion of the several Canvas training requirements. Linda Alexander moved: “**That the DE Committee oppose the DAS proposal waiving the training requirement for on campus instructors that wish to use Web enhancements in their classes**”. Motion approved.

Clyde Titus,
AFT Representative

The meeting was adjourned at 14:00.

Members present (all physically):

Eric Ichon
Linda Alexander
Alice Taylor
Suzanne Floyd

Mauricio Chavarria
Nancy Brambila
Ken Taira
Clyde Titus, Secretary

pro-tem.