

Distance Education Committee Minutes

Linda Alexander,
AFT Representative

Date: Oct.21, 2019
Time: 2:30 – 4:00 p.m.
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Members present: Ana Figueroa and Eric Ichon (co-chairs), Linda Alexander, Nancy Brambila, DeAnna Gossett, Sandra Ruiz, Ken Taira, Alice Taylor

Ana Figueroa, Faculty
Co-Chair

Guest: Leslie Tejada

Suzanne Floyd,
Academic Senate
Representative

1. Online Instructors’ Handbook

E. Ichon thanked A. Taylor for editing the OIH. The handbook is in Canvas for committee review. The college is proposing a single template for syllabi in all classes. D. Gossett suggested developing a template for online classes that all instructors could use. This could reduce the length of the OIH.

DeAnna Gossett
AFT Representative

Eric Ichon,
Administrative
Co-Chair

2. Online Curriculum/DE documents needed

- FAQs on Methods of Evaluation and Instruction—D. Gossett has drafted FAQs and will put them in Canvas for review before the next DEC meeting. The main suggestions are to clarify clustering of MOI and MOIs, indicate which tools to use and attend to accessibility. She also has a sample sheet with examples of what has been used in actual courses.
- Updated MOI and MOE information sheet for the new DE addendum-- D. Gossett has prepared a sample sheet with examples of what has been used in actual courses.
- New samples of completed DE Addendums should be added to the website—Anthony Cuomo and Stella Setka have submitted good ones; we need some from the sciences.

Sandra Ruiz,
AFT Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

3. Guided Pathways Student Survey

The following significant changes were made to the FAQ:

D. Gossett reported that the process is moving from the inquiry to the Design stage. The College needs to actually craft a process for students to follow. Institutional Effectiveness will lead student focus groups. The Committee reviewed topics proposed for discussion. Misleading questions pertaining to technology need to be fixed. For example, “Do you use a college-provided smart phone?” when the the college does not provide smart phones. A key question would be “Why do you take online classes?” S. Ruiz brought up first year experience programs. We have things ranging form a pre-college program for high school students to non-credit classes to open houses. It was noted that we need to do more to meet our students’ needs.

Linda Alexander,
AFT Representative

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Academic Senate
Representative

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Co-Chair

Suzanne Floyd,
Academic Senate
Representative

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AFT Representative

Alice Taylor,
AFT Representative

4. Peer Online Course Review—E. Ichon and L. Tejada addressed the possibilities of fitting POCR into Professional Learning. The Distance Education Committee would like faculty guidance as to POCR’s place in the shared governance structure. It would be good to have a faculty-led POCR committee. K. Taira offered to explore the possibility of recognizing successful completion of POCR in pay column placement with AFT Guild President Shewfeld.

5. Items for future action

- POCR recommendation
- Canvas Notification Use
- Release time for liaison from DE Committee to the Curriculum Committee

Respectfully submitted,

Alice Taylor