

**Distance Education Committee Minutes for
Wednesday, October 22, 2014**

PCR Wednesday October 22, 2014 2:30 p.m. - 3:15 p.m.

Members: Linda Alexander, Eric Ichon, Arnita Porter, Alice Taylor, Lucy Blake, Nancy Sander, Kenneth Taira

Minutes of Last Meeting: Minutes for May 28 and September 24 meetings were amended and approved.

OEI Update: Arnita Porter reported that the OEI CCMS Workgroup is in a "quiet period" as the OEI Committee discusses the parameters of the RFP. Arnita reported that she attended a 2-day @One training on performing OEI course reviews on online courses and will take part in a team effort to complete 30 online course reviews. The OEI Steering Committee will meet again on November 7.

OEI Pilot Course Application Update: Eric Ichon reported that he has submitted 5 courses as OEI Pilot Courses. Economics 1, Economics 2 and Geology 1 have been approved for immediate course review; one section of English 101 will have a subsequent review; and another section of English 101 will be done pending completion of the application. The DE Committee has noticed Academic Senate for ratification of the selections at the November Academic Senate meeting.

Mission Statement: Eric Ichon led a discussion of the mission statement and charge of the DE Committee.

Online Instructors' Handbook: The need for updating the Online Instructors' Handbook was discussed. Nancy Sander will take the lead on updating Guidelines for return of graded assessments; Lucy Blake will take the lead on AFT Agreement updates.

Announcements: Eric Ichon reminded us that Quality Matters Peer Reviewers must complete QM Updates by November 30.

Next Meeting: November 19, 2014 at 3 p.m. in PCR

Meeting Adjourned: 3:15 p.m.