

Distance Education Committee Minutes

Ana Figueroa, Faculty
Co-Chair

Date: October 23, 2018
Time: 9:30 – 10:20
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

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

Suzanne Floyd,
Academic Senate
Representative

Minutes

October 2, 2018 minutes were revised and approved.

Eric Ichon,
Administrative
Co-Chair

Committee membership and representation

Angie Abraham is willing to serve as Academic Senate rep, and several members offered to mention this to Holly Bailey-Hoffmann.

Dr. Arnita Porter,
Academic Senate
Representative

The committee needs representation on the Guided Pathways Steering Committee, and since Abraham is on the Steering Committee, she would be a good choice. It meets Nov. 7, 2018 3 - 4:30, SSB 414

Ken Taira,
AFT Representative

OEI Equity Update

Tabled until Dr. Arnita Porter can attend.

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative

Collaboration with Student Success Committee

Tabled until T. Welch can attend.

Linda Alexander,
AFT Representative

DE Addenda Process & Form

The committee reviewed the DE Addenda Feedback for Revision file provided by L. Alexander, based on work she, D. Gossett and A. Taylor did in spring 2018. The committee discussed what the form should demonstrate:

- courses meet title 5 requirements
- online classes are as rigorous as face-to-face ones
- faculty are thinking about student learning, are not just cutting and pasting

Challenges discussed:

- the process is difficult and takes time

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- addenda may restrict faculty ability to tailor a course to their own best methods
- there was confusion in the past about whether two Methods of Instruction (MOIs) and two Methods of Evaluation (MOEs) were required for each course objective

Nancy Brambila,
Academic Senate
Representative

A. Figueroa and S. Ruiz reported that detailed addenda had helped new faculty in Spanish identify teaching strategies.

Process improvements identified:

- provide faculty with the very useful list of MOIs that D. Gossett created
- the Curriculum Committee may allow course objectives to be clustered with MOIs and MOEs suggested for each cluster.
- include words such as “suggested” or “sample” on the addendum
- combine the two DE addenda into one form
- create a short video for instructors working on addenda

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon,
Administrative
Co-Chair

E. Ichon offered to put the documents in the DE Canvas shell, so that committee members can review and discuss them before our next meeting. He reminded the committee that he will add members to the Canvas site, when they let him know they need access.

Dr. Arnita Porter,
Academic Senate
Representative

Online Instructors’ Handbook Update

Ken Taira,
AFT Representative

E. Ichon passed out revised sections:

- Online course enrollment-- N. Brambila
- Student services online—A. Abraham

Alice Taylor,
AFT Representative

The committee suggested including links to videos and DE websites and minor editorial changes.

Sandra Ruiz,
AFT Representative

E. Ichon will keep adding revisions to the draft Handbook as they come in, and will put suggested revisions in the Canvas site as he receives them. Since the committee has much on its plate, he urged members to participate in discussion in the Canvas site.

Linda Alexander,
AFT Representative

Title 5 Revisions

E. Ichon reported that he had been able to determine that the Board of Governors actions on the proposed revisions are not yet available. Once we have them, we can revise the Online Instructors Handbook accordingly.

Future Actions

At the Nov. 9 meeting the committee will host a presentation by the vendor of Notebowl, which is under consideration to be provided by OEI. “Notebowl” presents itself as a Facebook-type component for online classes, providing a more fun interface.

E. Ichon reported that the OEI is continually reviewing products that might be provided to improve online courses. He suggests we investigate them as the time for OEI decisions on each one approaches.

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T. Welch has indicated he can attend the 11/9 meeting, to discuss Collaboration with Student Success Committee

Nancy Brambila,
Academic Senate
Representative

A discussion of members' spring 2019 schedules suggested meeting from 9-10:30 would be convenient:

Feb. 19

March 16

April 16

May 21

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon,
Administrative
Co-Chair

Some members did not have their schedules, so these times are tentative.

Dr. Arnita Porter,
Academic Senate
Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative

Linda Alexander,
AFT Representative