

Distance Education Committee Minutes

Wednesday, November 18, 2015

Attendees:

Administrative Co-Chair: Eric Ichon
Faculty Co-Chair: Linda Alexander
Members: Arnita Porter, Kenneth Taira

Old Business: Minutes from October 15, 2015 meeting approved.

New Business:

1. Update on Online Education Initiative (OEI)/Canvas:

Arnita Porter provided members with copies of the California Community Colleges OEI Frequently Asked Questions.

In addition, she suggested that in response to online students' interest that an organization be created so online students at West feel a sense of community and belonging (e.g., a club).

2. Online Instructors' Handbook:

The DE Committee agreed to finalize the Online Instructors' Handbook by our December meeting. Our target approval date by the Academic Senate is February 2016.

The Handbook will include information about the OEI and links to videos on aspects of online instruction will be embedded in the Handbook.

3. Distance Learning Program Staffing:

The need for more staff in Distance Learning to help with day-to-day duties such as adding students and answering basic questions from Etudes users was discussed. Eric said that he had requested two new staff members in this year's Program Review.

4. The role of Distance Learning at the District level was also discussed in terms of the status quo vs. what may happen in the future.