

Distance Education Committee Minutes

Linda Alexander,
AFT Representative

Date: Nov. 18, 2019
Time: 2:30 – 4:00 p.m.
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Ana Figueroa, Faculty
Co-Chair

Members present: Ana Figueroa (co-chair), Linda Alexander, Nancy Brambila, DeAnna Gossett, Sandra Ruiz.

Suzanne Floyd,
Academic Senate
Representative

1. Approval of Minutes- All
Approval of October minutes was tabled to the December 2nd meeting.

DeAnna Gossett
AFT Representative

2. Online Instructor’s Handbook (OIH) - All
D. Gossett explained that it is a good idea to add some samples to the OIH of recommended elements for a good online course. Linda Alexander suggested to place it as a separate item, outside of the OIH, because of the length and amount of information already in the Handbook. S. Ruiz recommended to place the information as a link on the DL website. Members concurred that the Committee should add samples of necessary elements in an online course as a link in the DL website.

Eric Ichon,
Administrative
Co-Chair

Sandra Ruiz,
AFT Representative

3. DE/Curriculum FAQs – A. Figueroa & D. Gossett
Revisions were made to the Frequently Asked Questions (FAQ) form and to the Methods of instruction and Methods of Evaluation (MOI and MOE) form. The revised forms were presented to the Committee for discussion and further revision. Some minor spelling corrections were also made to both forms, as the Committee recommended.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

The following significant changes were made to the FAQ:
a. Committee added page numbers and revised date.
b. Numbering was corrected in item 5.
c. Wording was added to 5.c. to address ADA guidelines. D. Gossett added: “Create Distance Education classes to be compliant with ADA. Please review guidelines and best practices here [link].”
d. ECD was changed to electronic curriculum system

The following significant changes were made to the MOI and MOE form:
a. Committee added page numbers and revised date.
b. The word “created” after Publisher or Instructor was placed in Examples of Methods of Instruction in numbers 1-8.

After revisions were made, Committee members recommended to move forward with posting these forms online in the Distance Learning website.

Linda Alexander,
AFT Representative

4. POCR Information Disbursement – A. Figueroa
Item was tabled to the December 2nd meeting.

Nancy Brambila,
Academic Senate
Representative

5. DE/Curriculum Committee Liaison Motion - All
The DE Committee worked on drafting a motion to create a DE Addenda Coordinator position that would be responsible for duties related to revision and approval of DE addenda and, in addition, assisting faculty in completing recommended revisions. DE Committee members revised the Motion for DE Addenda Coordinator, which will be presented to Senate upon completion.

Ana Figueroa, Faculty
Co-Chair

Suzanne Floyd,
Academic Senate
Representative

Meeting adjourned at 4:00 p.m.

DeAnna Gossett
AFT Representative

Respectfully submitted,
Ana Figueroa

Eric Ichon,
Administrative
Co-Chair

Sandra Ruiz,
AFT Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative