

## **Distance Education Committee Minutes**

Winlock Lounge

Wednesday, November 19, 2014

3:00 – 4:15 p.m.

### **Attendees:**

Administrative Co-Chair: Eric Ichon

Faculty Co-Chair: Linda Alexander

AFT Representatives: Kenneth Taira (not present), Alice Taylor

Academic Senate Representatives: Dr. Arnita Porter, Nancy Sander

### **Organizational Items**

1. Meeting called to order at 3:00 p.m.
2. Minutes of last meeting: The minutes from our October 22, 2014 meeting were approved.

### **Academic, Distance Education, and Professional Matters**

1. **Etudes Summit:** Eric reported that West had a significant number of participants: Six presenters and sixteen attendees total. Presentation materials are available. The next Summit will be October 28-30, 2015, at the San Francisco Sofitel.
2. **OEI Update:** Arnita reported that the course reviews for selected courses were well underway. She was in the process of reviewing two courses from colleges other than West.
3. **Kentico Migration:** A comment was made indicating that it seems harder to locate the Distance Ed page from West's home page. Eric will follow up.
4. **Instructor Evaluations:** DE staff can now add Evaluation Committee members as "Observers." This is an easier process than adding evaluators as guests and it does not require DE Staff to access course sites.
5. **Online Instructors' Handbook Update:** We discussed how to best handle Student Evaluations. We need to address concerns regarding opening attachments and ensuring confidentiality so that processes are in line with AFT guidelines. Prior to our next meeting, Linda agreed to work on incorporating the new AFT guidelines into the revised Handbook. Nancy and Arnita will continue focusing on the return of graded assignments in online classes.
6. **Closed Captioning:** There was a discussion about ways to get captioning done for online videos.
7. **Future Meeting Dates:** Possible meeting dates for spring discussed: 2/18, 3/18, 4/15 and 5/20. From 1-3:30 pm.