

Distance Education DRAFT Minutes

Ana Figueroa, Faculty
Co-Chair

Date: November 9, 2018
Time: 10:00 – 11:28am
Location: GC 210K

Angeles Abraham,
Academic Senate
Representative

Members present: Ana Figueroa and Eric Ichon (co-chairs), Angeles Abraham, Linda Alexander, Nancy Brambila, Suzanne Floyd (via Zoom), Alice Taylor (via Zoom), Sandra Ruiz

Linda Alexander,
AFT Representative

Guests: DeAnna Gossett, Tim Welch

Minutes

October 23, 2018 minutes edited and approved

Nancy Brambila,
Academic Senate
Representative

Notebook Demo

Postponed to Dec. 4 meeting

Suzanne Floyd,
Academic Senate
Representative

Collaboration with Student Success Committee (SSC)

T. Welch reported that the SSC seeks closer collaboration with the DEC, and asked how SSC can help with DEC goals.

Eric Ichon,
Administrative
Co-Chair

S. Floyd suggested that workshops for students need to be offered online as well as on campus. A. Abraham and E. Ichon offered to make a list for SSC, including more online student services, more coordination between departments (such as counseling and admissions). Above all, with 70% of summer and winter enrollments, and more than 40% of fall and spring enrollments online, we need to plan for online services, rather than cobbling together solutions for getting face-to-face things to work online.

Dr. Arnita Porter,
Academic Senate
Representative

S. Floyd noted that the syllabus template the Curriculum Committee has created for all courses is not suitable for online courses, and L. Alexander asked her to make suggestions.

Ken Taira,
AFT Representative

T. Welch noted that the SSC meets on a Wednesday.

He also conveyed the desire of the Guided Pathways Steering Committee to work with the DEC.

Alice Taylor,
AFT Representative

The point of Guided Pathways is to provide students with clear course-taking patterns and integrated support services. The Steering Committee will be student centered, and measure student success. The Guided Pathways Work Plan includes items pertaining to DE, which T. Welch offered to forward to the committee. E. Ichon worked on the section on integrating technology. T. Welch stressed that the Work Plan is flexible, and that items can be expanded or contracted as we go.

Sandra Ruiz,
AFT Representative

Online Instructors' Handbook

A. Taylor asked the committee whether they were comfortable with her editing, which tends to be rather aggressive. They affirmed. s. Floyd offered to proofread. A. Taylor asked for guidance on gendered pronouns. The committee prefers to use “they” and “their” as gender-neutral pronouns when it is awkward to finesse the issue.

Ana Figueroa, Faculty
Co-Chair

A. Figueroa agreed to set up folders in the DE Canvas site for Handbook drafts.

Angeles Abraham,
Academic Senate
Representative

The committee reviewed the current Table of Contents and members volunteered for each section:

Introduction: L. Alexander and A. Figueroa

OEI: E. Ichon

Linda Alexander,
AFT Representative

Getting the most out of Etudes: E. Ichon

Curriculum: A. Figueroa

AFT: A. Taylor

Nancy Brambila,
Academic Senate
Representative

Accreditation: A. Taylor

Suzanne Floyd,
Academic Senate
Representative

The committee looked briefly at S. Ruiz’ update of the Professional Learning section. A. Taylor asked for more specifics on locations, noting that she was not aware of the Canvas user group referred to. Among the items to add to this section, and/or the Student Services Online section: Grad Guru, West App, West TV, Canvas App. West no longer uses QM, as OEI now accepts all GE transfer level courses for review under their rubric—which has been improved. The role of West Connect and the Professional Learning Hub should be researched and incorporated. We need workshops for online instructors.

Eric Ichon,
Administrative
Co-Chair

The Handbook should also have a section on OER.

Dr. Arnita Porter,
Academic Senate
Representative

OEI Equity Update

Tabled.

Ken Taira,
AFT Representative

Title 5 Revisions

E. Ichon reported that although the Board of Governors has made decisions on the changes proposed, those decisions have still not been made public.

Alice Taylor,
AFT Representative

OER Grant

E. Ichon reported that West has not received a clear response to our application, but that he has been asked for West’s contacts for sending the awarded funds.

Sandra Ruiz,
AFT Representative

He indicated that OER training will be fully online.

Adjourned to 9:30 December 4, 2018.