

## Distance Education Committee Meeting Minutes

Ana Figueroa, Faculty  
Co-Chair

December 2, 2019

Linda Alexander,  
AFT Representative

Participants: Ana Figueroa, Linda Alexander, Nancy Brambila, Eric Ichon and  
Sandra Ruiz

Nancy Brambila,  
Academic Senate  
Representative

1. We reviewed the October 21, 2019 and November 18, 2019 minutes, made minor  
revisions and approved the revised minutes for both meetings.

Suzanne Floyd,  
Academic Senate  
Representative

2. The Noticed Motion regarding the need for a Liaison between Distance Education and  
Curriculum Committees was discussed in detail, revised and unanimously approved.

Eric Ichon,  
Administrative  
Co-Chair

### **Motion to Create Distance Education (DE) Addenda Coordinator**

Whereas in the most recent accreditation report dated March 2016, the ACCJC's  
Recommendation 3 to the college is that: "1) *West Los Angeles College should ensure that all  
distance education courses include a completed Distance Education Addendum with the Course  
Outline of Record; and 2) West Los Angeles College should implement a process to accurately  
address all objectives listed on the Course Outline of Record in the Distance Education  
Addendum to ensure rigor and quality are equivalent to face to face courses. (Standard II.A.7;  
ER 12)*"<sup>1</sup>;

Ken Taira,  
AFT Representative

Whereas the current Distance Education Committee Liaison to the Curriculum Committee is  
expected to attend all meetings of all Distance Education and Curriculum Committee, review,  
suggest revisions, and ensure that suggested revisions have been made for all proposed  
Distance Education Course Approval Forms each month;

Alice Taylor,  
AFT Representative

Whereas the Distance Education Course Approval Form approved by both the Curriculum  
Committee and the Academic Senate is extensive and requires a more rigorous and  
comprehensive review;

Sandra Ruiz,  
AFT Representative

Whereas 47.7% of the College's FTEs were generated for the 2018-2019 academic year via  
online instruction— up 4% from the previous academic year;

Whereas there is a greater need for professional learning opportunities to assist faculty to  
complete the Distance Education Course Approval Form;

<sup>1</sup> <http://www.wlac.edu/WLAC/media/documents/WLACAccreditation/2016Ser/2016-FinalReporttoCollege.pdf>

Whereas during the past few years, several Distance Education Committee members have volunteered to **and subsequently resigned from** the Distance Education Committee Liaison role;

Ana Figueroa, Faculty  
Co-Chair

Due to the increase in the number of submissions coupled with the more extensive requirement of the Distance Education Approval Form, and the more rigorous Title 5 distance education curriculum approval requirements, the Distance Education Committee recommends that the Academic Senate create a .2 ISA assignment for a Distance Education (DE) Addenda Coordinator for this purpose.

Linda Alexander,  
AFT Representative

Nancy Brambila,  
Academic Senate  
Representative

**The DE Addenda Coordinator will be required to ensure that Distance Education Course Approval Forms “accurately address all objectives listed on the Course Outline of Record in the Distance Education Addendum to ensure rigor and quality are equivalent to face to face courses”<sup>2</sup> meeting the ACCJC recommendation;**

Suzanne Floyd,  
Academic Senate  
Representative

The responsibilities of the DE Addenda Coordinator will include assisting faculty to complete the Distance Education Course Approval form, meeting with faculty to review and revise forms, evaluating and approving form, attending both Distance Education and Curriculum Committee meetings, and providing professional learning opportunities for faculty to facilitate completion of the Distance Education Course Approval form for approximately 30 hours per month.

Eric Ichon,  
Administrative  
Co-Chair

Ken Taira,  
AFT Representative

3. The Noticed Motion recommending that the Academic Senate approve the updated Online Instructors’ Handbook was also discussed and unanimously approved.

Alice Taylor,  
AFT Representative

### Motion to Approve Updated Online Instructors’ Handbook

Sandra Ruiz,  
AFT Representative

Whereas the current Online Instructors’ Handbook has been out of date since we fully migrated to Canvas in January 2018;

Whereas there have been significant changes to the section of Title 5 regarding Distance Education;

Whereas the Curriculum Committee and Academic Senate have approved an updated Distance Education’s Addenda form which addresses these Title 5 changes;

The Distance Education Committee recommends that the Academic Senate approve the updated Online Instructors’ Handbook that the Distance Education Committee has worked on since Fall 2018.

4. Further discussion of the development of a local Peer Online Course Review process was tabled until our next meeting (TBD).

<sup>2</sup> <http://www.wlac.edu/WLAC/media/documents/WLACAccreditation/2016Ser/2016-FinalReporttoCollege.pdf>

5. We had a preliminary discussion regarding our Spring 2020 meeting schedule.

Potential meeting times include either Tuesday or Thursday mornings from 9 – 10:30 (we will avoid days when the Academic Senate or AFT meet) and Wednesday afternoons from 2 – 3:30 (either the first or second Wednesday of each month. Eric volunteered to send out an email to request member schedule preferences.

Ana Figueroa, Faculty  
Co-Chair

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AFT Representative

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Academic Senate  
Representative

Suzanne Floyd,  
Academic Senate  
Representative

Eric Ichon,  
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AFT Representative

Alice Taylor,  
AFT Representative

Sandra Ruiz,  
AFT Representative