

Distance Education Committee Minutes
February 13, 2017

Linda Alexander,
Faculty Co-Chair

The meeting was called to order by Eric Ichon at 1:07 p.m.
The meeting agenda was distributed.

Nancy Brambila,
Academic Senate
Representative

Review and Revision of Prior Meeting Minutes

Minutes of the November 16, 2016 meeting were reviewed and adopted with two corrections.

Suzanne Floyd,
Academic Senate
Representative

Distance Education Addendums – Eric Ichon

After discussion it was agreed that all Distance Education addendums should be submitted at the Curriculum Committee Technical Review Meeting or, if prior approval has been received by the Dean of Distance Learning (DL) or the DL ISA, submitted online via ECD.

Eric Ichon,
Administrative
Co-Chair

Motion that Online and hybrid courses without required Distance Education Approval and Distance Learning Strategies forms, will be cancelled unless the required forms are submitted to, and approved by, the Curriculum Committee in the semester prior to the semester the course is schedule for. Moved by Ken Taira, seconded by Nancy Brambila.

Dr. Arnita Porter,
Academic Senate
Representative

Quality Matters Template – Ken Taira

Report by Ken Taira on a Quality Matters Template. It was agreed that a Quality Matters template for any/all online (and on-campus) courses could be produced by a Focus Interest Group (FIG). Also, the faculty/college should consider a rubric for instructors to use in setting up SLO's. Also, consider creating a straw Canvas site.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Open educational resources (OER) – Eric Ichon

Eric Ichon suggested forming a Focus Inquiry Group directed toward Open Education Resources. Linda Alexander offered to facilitate the initial meeting.

Clyde Titus,
AFT Representative

Online Education Initiative (OEI) Update – Arnita Porter

Report by Dr. Arnita Porter on an OEI update. Eric Ichon announced that he can suggest additional high-demand courses for the Course Exchange. has been invited to be a model OEI College. Also, Quest for Success is available to all and there is an online proctoring feature. Ally, software for accessibility, is also available.

The meeting was adjourned at 14:34.

Members present:

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| Eric Ichon | Clyde Titus, Secretary pro-tem |
| Linda Alexander | Nancy Brambila |
| Suzanne Floyd (via phone) | Ken Taira |
| Mauricio Chavarria (ASO Representative) | Dr. Arnita Porter |

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