

Distance Education Committee Meeting Minutes
February 18, 2020

Linda Alexander,
AFT Representative

Nancy Brambila,
Academic Senate
Representative

Ryan Edwards,
Academic Senate
Representative

Ana Figueroa,
Faculty Co-Chair

DeAnna Gossett,
Senate Representative

Eric Ichon,
Administrative
Co-Chair

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative

Members Present: Linda Alexander, Nancy Brambila, Ryan Edwards, Ana Figueroa, DeAnna Gossett, Eric Ichon, Sandra Ruiz

1. Minutes approved; D. Gossett's name was added.
2. Online Instructor's Handbook, Senate asked for an extension to review the Handbook. S. Ruiz will send E. Ichon an example of a Chicana/o Studies DE Addendum. A. Figueroa will get samples from English and Communication Studies. District Curriculum Committee will approve a new COR with the addition of DE Addendums.
3. A. Figueroa reports that Senate did not pass the DE Liaison motion, the motion was tabled. There was conversation about funding, which committee is responsible for this role. E. Ichon suggested to ask for a Senate vote next week because things will be changing quickly at the end of the semester.
4. Academic Misconduct: Unfortunately all publisher testbanks are available for purchase by students. One particular student took exams for seven different students in various semesters. Committee may want to consider a recommendation/motion regarding academic misconduct and requiring ID and recording in order to take an exam/quiz.
5. Funding is being terminated for Proctorio/NameCoach/Smarter Measure (pre-assessment tool). Not using Vericite, UniCheck is current vendor. May want to create a small task force to look at and consider three total vendors for plagiarism. Funding will need to be strategized to consider both Proctorio and UniCheck/Turn-It-In. Vendors can present to everyone at the DE Committee.
6. Status of PO CR. Will be included in a draft of the unit plan, E. Ichon will bring draft for members to provide input at next meeting. Prof. Learning Hub has not expressed a lot of interest. A. Figueroa provided copies of how to become a certified OEI-CVC Peer Online Course Review campus. E. Ichon will include funding for two facilitators as part of the unit plan. E. Ichon passed a copy of the "CVC-OEI Consortium Master Agreement for California Community Colleges" which addresses PO CR. Focus: Appendix A, Number 2 mentions rubric and compliance by June 2023.

7. D. Gossett brought forth a topic point regarding the copy of course template that shows what DE instructors should have in the Canvas courses. Draft was forwarded to E. Ichon; MOI and MOE need to be linked back to the course objectives.

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