

DE Committee

Wednesday, February 26, 2014

3 – 4:30 p.m. Winlock

Members Present: L. Alexander, E. Ichon, A. Preziosi, K. Manner, A. Taylor

Members Absent: N. Sander, M. Shepherd

Guest: S. White, A. Porter

1. Minutes tabled until our March 26th meeting by consensus.
2. Election of Acting Faculty Co-Chair for the Remainder of the Academic Year
 - a. N. Sanders stepped down as faculty co-chair of the committee. E. Ichon discussed the duties and responsibilities of the position.
 - b. S. White introduced herself and expressed interest in the position. She was elected unanimously.
3. A grievance was discussed.
 - a. In response to inquiries from Academic Affairs and the AFT Faculty Guild, the procedure for adding faculty and administrators for the purpose of evaluation was clarified. At the request of the evaluation team chair or division chair, the faculty member being evaluated adds the evaluators to the class, specifying the start and end dates of access. The DE Office is available to assist in this process, as well as to set up student evaluations. ***In addition, the DE committee recommends that this access only be provided for an active course, not after the course has ended.*** A. Taylor moved, A. Preziosi seconded, passed unanimously.
 - b. The faculty member who filed the grievance provided input to the Committee regarding the development of a procedure for establishing access to online classes for evaluation purposes. Points 1 and 2 from the faculty member were referred to the Vice President of Academic Affairs as these issues fall outside the Committee's purview.
 - c. The faculty member also requested that DL Tech Support keep an online log recording how many times an online class has been accessed and for what purpose. The activity meter in Etudes tracks how many times Tech Support accesses the class, the first date of access, and the last date of access. However, it does not track the purpose of access. E. Ichon sends an email to all online faculty prior to the start of each semester explaining how faculty can opt out of Tech Support access to their classes. Since there is no evidence of any wrong doing on the part of DE staff nor any other complaints from instructors since this procedure was adopted years ago it was agreed that such a requirement would be unnecessarily burdensome for DE staff who are supporting over 300 instructors and thousands of students each semester.
4. The conversation regarding adoption of a single district-wide LMS continues. The next meeting will take place March 14 at 10:00 a.m. at Los Angeles City College. Faculty are encouraged to attend.

5. Potential Development of Guidelines for Return of Graded Assessments
 - a. E. Ichon is gathering suggestions from the committee and will present proposals at next month's meetings.
6. Potential Development of Guidelines for Assigning a Grade of Incomplete
 - a. An issue arose where a student requested an incomplete for two online classes after grades had been submitted. One instructor granted the grade change and another did not. A division chair requested that guidelines for granting incompletes be clarified in the Instructor Handbook. The committee will work on this.
7. Upcoming Meetings
 - a. The committee will meet March 26, April 23, and May 28 from 3 to 4