

Distance Education Committee Minutes

**Present: Suzanne Floyd, Linda Alexander, Nancy Brambila, Eric Ichon, Ana Figueroa**

Linda Alexander,  
AFT Representative

Nancy Brambila,  
Academic Senate  
Representative

Date: February 26, 2018  
Time: 11:00 – 12:30 pm  
Location: GC 210K

Suzanne Floyd,  
Academic Senate  
Representative

Call to Order: 11:05 a.m.

Ana Figueroa  
Academic Senate  
Representative

1. Review, revision and approval of October 23, 2017 and November 20, 2017 minutes – All

Eric Ichon,  
Administrative  
Co-Chair

Linda, Eric, Suzanne and Ana offered corrections of the minutes for October 23, 2017 and November 20, 2017 and the minutes were improved. The minutes were approved unanimously.

Dr. Arnita Porter,  
Academic Senate  
Representative

2. Nominations for and Selection of Committee Faculty Co-Chair –All

Ken Taira,  
AFT Representative

Ana Figueroa was nominated and elected. Ana accepted the position of Distance Education Committee, Faculty Co-Chair.

Alice Taylor,  
AFT Representative

3. Open educational resources (OER) FIG Update –Linda Alexander

Clyde Titus,  
AFT Representative

Linda spoke of OER. For her course, there are 3 textbook copies on reserve at the library. One issue that came up is that the Communication Studies 101 classes taught on-ground need a logo to appear on the online schedule of classes, designating zero cost. Linda followed the process for zero cost, but only hybrid courses show the logo; the on-ground classes do not. Linda will follow up to ensure appropriate designation of courses.

Linda informed that there will be an OER session at the LACCD Discipline Day on March 2, 2018 at Los Angeles Valley College. It will be headed by

Josh Miller and Meghan Cason from Los Angeles Valley College. Linda will get information about the time of meeting.

Linda Alexander,  
AFT Representative

In regards to Zero Cost Textbook, Eric Ichon discussed possibly communicating with Josh Miller and Meghan Cason to work on this and to continue to work on a Grant Response.

Nancy Brambila,  
Academic Senate  
Representative

Suzanne Floyd,  
Academic Senate  
Representative

4. Distance Education/Curriculum Committee Liaison –Eric Ichon

We need someone in the Curriculum Committee to be a liaison with Distance Education Committee to help with Distance Learning Addendum (Learning Strategies). This person would need to attend Curriculum Committee and Distance Education Committee meetings, review addendum, provide feedback and accept addendum. So far, no faculty has come forward with interest.

Ana Figueroa  
Academic Senate  
Representative

Ana Figueroa will speak to Stella Setka (current Curriculum Committee Rep. from Language Arts Divisions) regarding her availability and possibility to participate in this capacity.

Eric Ichon,  
Administrative  
Co-Chair

Dr. Arnita Porter,  
Academic Senate  
Representative

5. Online Education Initiative Equity Model –Arnita Porter

Will be tabled to next meeting.

Ken Taira,  
AFT Representative

6. Online Education Initiative Course Design Rubric –Eric Ichon

WEST used Quality Matters in the past. The OEI has changed approach. Will now consider all courses even if they do not have C-ID designation. We will now consider OEI Course Design Rubric, since we no longer have access to Quality Matters. Suzanne Floyd will look into it and report back. Eric Suggested Suzanne consider presenting.

Alice Taylor,  
AFT Representative

Clyde Titus,  
AFT Representative

7. Report on OEI Consortium Meeting –Eric Ichon

- a. The Canvas LMS along with Cranium Café, and Proctorio will continue getting funding through OEI.
- b. The cost of Vericite will go up because the consortium may not be able to fund it. There were some faculty unhappy with Vericite and prefer Turn It In, but hopefully with better pricing.
- c. The Consortium is looking to increase in size. Currently, 114 community college are using Canvas.

Linda Alexander asked when Etudes information will be taken away completely. Eric informs that it is only being use to web-enhance until June 2018.

Linda Alexander,  
AFT Representative

For archiving purposes, Etudes will be available until June 2019 but we hope to extend it to December 2020.

Nancy Brambila,  
Academic Senate  
Representative

Linda asked if we have any programs that can get a degree fully online. Eric explained the at West's Distance Education website, there is a list of degrees that can be obtained online. One can also check for the information by going to the website: [onlinecollege.wlac.edu](http://onlinecollege.wlac.edu).

Suzanne Floyd,  
Academic Senate  
Representative

Future meeting dates:

Ana Figueroa  
Academic Senate  
Representative

The next meetings for the semester are posted online on the DE Committee website. The next meetings are scheduled from 11:00 a.m. – 12:30 p.m. on:

- March 19, 2018
- April 16, 2018
- May 21, 2018

Eric Ichon,  
Administrative  
Co-Chair

Dr. Arnita Porter,  
Academic Senate  
Representative

Ken Taira,  
AFT Representative

Alice Taylor,  
AFT Representative

Clyde Titus,  
AFT Representative