

Distance Education Committee DRAFT Minutes

Ana Figueroa, Faculty
Co-Chair

Date: March 12, 2019

Linda Alexander,
AFT Representative

Time: 9:00 – 10:30 am

Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Members Present: Ana Figueroa (co-chair), Eric Ichon (co-chair), Linda Alexander, Nancy Brambila, Sandra Ruiz, Alice Taylor

Guests: DeAnna Gossett, Tim Welch

Suzanne Floyd,
Academic Senate
Representative

Input for Student Success and Guided Pathways Committees

T. Welch asked Committee members to work in small groups, using a matrix he provided, to help identify resources and people who should carry out tasks identified in the Guided Pathways plan.

When the Committee reported out, members stressed the need to remember online students and online instructors as the college plans better support for all students.

Eric Ichon,
Administrative
Co-Chair

Ken Taira,
AFT Representative

DE Addenda Update

The Committee reviewed a draft addendum prepared by A. Figueroa, D. Gossett, S. Ruiz, and A. Taylor. The single document should replace the current two addenda.

E. Ichon offered to confer with Dean Kimberly Manner about what language the District requires in the addendum. He noted that the addendum is required for hybrid as well as for fully online courses.

The Committee made changes to clarify how instructors need complete the addendum.

We recognized our massive debt to D. Gossett for her contributions to the creation of a better addendum and supporting FAQs.

The subcommittee agreed to work on the addendum further, so that the Committee can recommend a version to the Curriculum Committee this semester.

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative

February 19, 2019 minutes

The Committee lightly edited and approved the minutes for Feb. 19, 2019

Changes to Title 5 regarding Distance Education

E. Ichon offered to bring hard copies of the changes to the March 26 meeting for full discussion.

Online Instructors' Handbook Update

E. Ichon noted that the draft lacks only a section on model syllabi. S. Ruiz and L. Alexander will work on it. A. Taylor is ready to edit, perhaps with the help of S. Floyd.

OEI Course Design Rubric Motion

The noticed motion is on today's Senate agenda. E. Ichon noted that the OEI is not requiring that courses conform to their rubric in order to be included in the exchange, but that courses that have gone through the process will appear higher in student searches and that the OEI will inform students of the higher completion rates of classes that have been reviewed. He expects we will still need to eventually have 20% of our courses pass review.

OEI Consortium

E. Ichon reported on the meeting of the OEI Consortium on Friday, March 8. OEI is working with the Finish Faster Campaign, which seeks to help CSU and CCCC students find courses they need to finish their degrees. The high-demand areas are Communication Studies, Science labs, and Math. The Online Teaching Conference in Anaheim in June will have panels devoted to how these subjects are successfully taught online.

West will partner with LA Pierce College in applying for a OEI grant focused on online CTE Certificates of Achievement. Since there is enough funding for 70 colleges, there is a good chance West and Pierce will succeed. It would be a \$500,000, one-year grant, beginning in July. The Committee should provide input on how to use these funds at our March 26 meeting, by which time the requirements of the grant should be clearer. One area might be the peer review of courses using the OEI rubric. S. Ruiz and A. Figueroa reported that reviewing someone else's course takes a lot of time and effort, which should be reflected in payment for this work.

Late Spring 2019 Meeting Schedule

- The Committee set new times and dates:
- March 26, 9-10:30
- April 30, 2-3:30
- May 21, 2-3:30

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