

Distance Education Committee Minutes
March 13, 2017

Linda Alexander,
Faculty Co-Chair

The meeting was called to order by Eric Ichon at 1:05 p.m.

Review and Revision of Prior Meeting Minutes

Nancy Brambila,
Academic Senate
Representative

Minutes of the February 13, 2017 meeting were reviewed and corrected. Due to the extent of the corrections the motion to approve the minutes was tabled until our April meeting

Suzanne Floyd,
Academic Senate
Representative

Institutional DE Survey 2014-2016 – Eric Ichon

Dean Ichon has a conference call regarding the survey later this week so this item was tabled until our April meeting.

Eric Ichon,
Administrative
Co-Chair

Eligibility to teach online – Eric Ichon

Dean Ichon shared the recent recommendation that was approved by the District Distance Education Committee regarding minimum training requirements to teach online or hybrid classes and asked the Committee to consider a similar motion for West. After discussion, the following Noticed Motion was finalized:

Dr. Arnita Porter,
Academic Senate
Representative

West's Distance Education Committee recommends that the minimal training for teaching online and hybrid include @One's Introduction to Online Teaching and Learning plus the @ONE Introduction to Teaching with Canvas or completion of West's Canvas Certification course or equivalent training. Instructors who have taught online for West between 2015 and April 2017 will be exempt from the Introduction to Teaching and Learning requirement but will still need to complete a Canvas certification course prior to teaching a course in Canvas. In order to teach an online or hybrid course for West this training must be completed by May 2018 as West will discontinue its use of Etudes at the end of June 2018. Instructors who have training and experience teaching online from other districts can petition for equivalency by submitting the appropriate documentation to the Dean of Distance Learning and Instructional Technology. The Distance Education Committee recommends that this policy be effective starting Fall 2017.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Clyde Titus,
AFT Representative

Open educational resources (OER) – Linda Alexander

Linda Alexander agreed to host an Open Educational Resources Focus Inquiry Group at West. Dean Ichon reported that several faculty members and Cyrus Helf, the Multimedia Specialist, attended the OER Summit at College of the

Canyons. At least a dozen instructors are already using, or are interested in using OER.

Comm 151 and CSU Area 1 Update – Linda Alexander

Linda Alexander informed the Committee that CSU has extended their acceptance of West’s Communication Studies 151 course for another year, through Summer 2018.

Quality Matters Template – Ken Taira

Ken Taira has created a Canvas site to house the Quality Matters template. Dean Ichon will supply him with a list of QM certified instructors who will be invited to join the site.

Leadership Retreat – Linda Alexander

Linda Alexander announced the date of the upcoming Leadership Retreat and provided Committee members with a “sneak peek” of what to expect.

OEI Update – Dr. Arnita Porter

Dr. Porter was absent so this item was tabled until our April meeting. The meeting was adjourned at 14:25

Members present:

Eric Ichon
Linda Alexander
Alice Taylor (via Skype)

Clyde Titus (via phone)
Nancy Brambila
Ken Taira

Linda Alexander,
Faculty Co-Chair

Nancy Brambila,
Academic Senate
Representative

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon,
Administrative
Co-Chair

Dr. Arnita Porter,
Academic Senate
Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Clyde Titus,
AFT Representative