

Distance Education Committee Minutes

Winlock Lounge

Wednesday, March 18, 2015

2:30 p.m.

Attendees:

Administrative Co-Chair: Eric Ichon

Faculty Co-Chair: Linda Alexander

AFT Representatives: Kenneth Taira, Alice Taylor

Academic Senate Representatives: Dr. Arnita Porter

Guest: Grace Chee

Organizational Matters:

1. Meeting called to order at 3:00 p.m.
2. Minutes from February 18, 2015 meeting were approved without amendments.
3. Spring Meeting Schedule: April 15, 2015 and May 20, 2015 at 2:30 p.m. in Winlock Lounge.

Academic, Distance Education, and Professional Matters:

1. OEI Update

Arnita Porter commented that the dates have been pushed back. Launch campuses will have access to Canvas LMS for training in Fall 2015; and probably live course use in Spring 2016. For West, 3 classes have been reviewed and accepted; 2 additional courses are under review. Eric Ichon added that the instructors are reviewed and qualified along with the course and in one case this has caused a problem. When a class is cancelled due to bumping an OEI course may be reassigned to an instructor that is not OEI certified.

2. Etudes Contract Renewal

Eric Ichon reports West's contract with Etudes ends in June. Eric Ichon notes that although OEI has announced the selection of Canvas, there is no definitive schedule as to when it will be available. Meanwhile, Etudes has offered a sizable 28% discount on a 3-year contract renewal. The Committee unanimously supports the extension of West's Etudes Contract for three years.

3. Online Instructors Handbook

a. Guidelines for return of graded assignments

Return policies needed to be stated in the syllabus

b. Online Instructor Evaluation Procedures

Eric Ichon reviewed some of the proposed language for online instructor evaluation.

c. For the next meeting:

i. Ken Taira will come up with language for a disclaimer

ii. Alice Taylor will come up with some language for tips and try to get AFT input regarding the language for evaluators sharing students survey results with instructors during evaluations

iii. Arnita and Alice will suggest wording on the guidelines for return of graded assignments for the Handbook

4. CFT Education Technology Committee Policy Consultation -

Grace Chee asked for any committee guidance on online teaching issues that she could take back to the AFT Education Technology Committee. The AFT legislative director has asked that committee for issues to lobby. Under discussion, the AFT committee is working on language to require that when the State allocates funds for equipment, they should allocate funds for training, staffing, hardware and software.