

Distance Education Committee Minutes

Ana Figueroa, Faculty
Co-Chair

Date: March 26, 2019

Linda Alexander,
AFT Representative

Time: 9:00 – 9:55 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

Guest: DeAnna Gossett

Suzanne Floyd,
Academic Senate
Representative

March 12, 2019 minutes

The committee lightly edited and approved the minutes for March 12, 2019

Eric Ichon,
Administrative
Co-Chair

Updates to Title 5 regarding Distance Education

Since some members have to leave early, tabled to April 30.

Ken Taira,
AFT Representative

DE Addenda Update

Alice Taylor,
AFT Representative

E. Ichon reported that the Curriculum Committee saw a draft of the proposed update and expressed no concerns. He has been unable to get clarification of required language from the District.

Sandra Ruiz,
AFT Representative

The committee reviewed the draft prepared by A. Figueroa, D. Gossett, S. Ruiz, and A. Taylor, making changes to clarify Sections B and C. D. Gossett offered to incorporate the changes and circulate the draft again.

The committee plans to forward the final draft to the Curriculum Committee and then on to the Academic Senate for approval this academic year.

Online Instructors' Handbook Update

E. Ichon plans to edit the Handbook early in April, and A. Taylor will see if S. Floyd can help her with final edits. Since we hope to get Senate approval for the completed Handbook this semester, E. Ichon suggested that the committee review drafts via email so that we can approve it at our April 30 meeting.

S. Ruiz and L. Alexander reported questions about the model syllabus and the committee discussed how to make it easier for instructors to adapt it, including alerting instructors to watch for new requirements from Academic Affairs.

OEI Course Design Rubric

S. Ruiz reported that the committee’s motion to use the rubric passed the Academic Senate. There were a surprisingly large number of questions at the Senate, stemming mostly from confusion about the differences between this peer review and the formal instructor evaluations specified in the Collective Bargaining Agreement. The committee will try to send more faculty to Senate meetings.

OEI Grant

E. Ichon expects West to receive the \$500,000 grant, not least because the state legislature allocated enough funds to allow the majority of colleges to get a grant. The plan is to use half the funds to forward peer online course review, with release time for a faculty member to oversee the process, and stipends for faculty being reviewed and for faculty doing the reviews. The other half of the funds would go towards developing online CTE certificates. E. Ichon reported that he is attending a meeting on this, with another dean and faculty from Computer Science and Hospitality.

Spring 2019 Meeting Schedule

- April 30, 2-3:30
- May 21, 2-3:30

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