

Distance Education Committee Minutes

HLRC 112

March 27, 2013

1:30 pm to 3:30pm

Attendees:

Members:

Alexander, Linda
Jones-Jamison, Tamara
Russell, Timothy
Sanders, Nancy

Guest:

Preziosi, Aimee
Shepherd, Marlene

I. Organizational Items

1. Meeting called to order at a 1:35
2. Confirmation of agenda

II. Academic, Distance Education and Professional matters

1. Discussion on class cuts. DEC members feel consultation should be done with Division Chairs.
2. Language Arts, Behavioral Science and Counseling have conducting online course evaluations. Discussion of the pros and cons of purchasing a pre-made course shell. How is the Department Chair or designee evaluating online courses? Alice created a rubric for online course evaluation. Would we like to implement that rubric? It appears the parameters have not been established. Is there a common language/understanding? Provide copy handbook. DEC provide e-copy of handbook to chairs and faculty.
3. Initially there were not any DE courses offered for Summer 2013. Now there are a few. Committee discussed lack of services (Counseling, learning skills, tutoring, facilities) during the summer. It is believed that Academic Affairs will be adding 35-50 new sections for Summer 2013
4. The Distance Education Committee (DEC) strongly recommended that online and hybrid course offerings be considered as part of the summer school programing now and in the future. In the future the Distance Education Committee formally requests that we have input i.e. shared governance. (M/S/A)
5. Because face to face counseling has been drastically cut during summer (June, July and August) The DEC strongly recommends that Online Counseling be made available 6 days a week. Adequate online hours for: Counseling, quick questions, eChat, Oovoo (M/S/A)
6. There currently is a limit on the number of units international students can take online. They can take 3 units online which does not include hybrid
7. DEC wanted to know how what services are offered online?
 - i. Tutoring (April 8 for general subjects: Math, English), Counseling, library,

III. Announcements or Indications of Future Actions

1. Location changed to HLRC 112

IV. Adjourned 3:28 pm