

Distance Education Committee DRAFT Minutes

Linda Alexander,
AFT Representative

Date: April 30, 2019
Time: 2:05 – 3:13 p.m.
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Members present: Ana Figueroa and Eric Ichon (co-chairs), Linda Alexander, Nancy Brambila, Alice Taylor

Ana Figueroa, Faculty
Co-Chair

Guests: DeAnna Gossett

Suzanne Floyd,
Academic Senate
Representative

1. Review, revision and approval of March 26, 2019 Draft Minutes tabled to May 21st.
2. The Online Instructors' Handbook is ready to be edited, except for the sample syllabus and the DE addendum. It needs Academic Senate approval, hopefully at the May 28th meeting.
3. The Curriculum Committee has seen the Addendum, now including Distance Education strategies as well as the approval forms, and suggested some edits, which A. Figueroa emailed to the DE Committee. A member of After the Curriculum Committee expressed concern that online instructors are being asked to do more than face-to-face instructors. After the recommended revisions were made the Curriculum Committee will consider the addendum again on May 15th; then it will go to the Academic Senate.
4. Online Pedagogy Course Information
E. Ichon reported that two 20-seat sections of West's Introduction to Teaching Online and Hybrid Classes are full. Four sections are planned for

Eric Ichon,
Administrative
Co-Chair

Sandra Ruiz,
AFT Representative

Ken Taira,
AFT Representative

Alice Taylor,
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the next academic year. A few instructors need to take the class in order to qualify to teach in the fall, and E. Ichon will see to it that they have spots.

They can also take @One's Introduction to Online Teaching and Learning.

L. Alexander pointed out that Chairs need to be aware of the additional requirement for online teaching. E. Ichon reported that he stresses this at

Divisional Council meetings, and keeps an eye on the schedule as it fills. Not

all instructors will be required to complete an online pedagogy class. Those

who were teaching in 2017 are grandfathered in. Etudes' Cyber Teachers

Institute qualifies for this required class.

5. Curriculum Committee Liaison Updates

a. A. Figueroa reported that the Tech Review Process will now take place online, replacing one monthly meeting.

b. New programs presented to Curriculum Committee (CC) have a tighter timeline now. There must be a month's notice for a proposal to be acted on at the CC. At the same time, once a program is noticed, it must be presented in that same academic year. This allows for continuity of the CC membership as the proposal moves through CC.

c. The DE Committee needs a liaison to the Curriculum Committee for Fall 2019. This person needs to be at the CC meeting to make sure that changes requested in Tech Review are actually made. Teaching conflicts or living out of the LA area rule out the current DEC members. E. Ichon

offered to see if the CC would be open to a DEC subcommittee reviewing the DE addenda in CORs before the CC meeting.

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d. The District will soon be deciding on a new curriculum management system.

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6. Model Syllabus should go to the Academic Senate President by May 9 so that it can be noticed May 14 for Senate consideration May 28.

Ana Figueroa, Faculty
Co-Chair

7. In response to a question, E. Ichon explained that, while the state still reimburses our online classes at a slightly lower rate than our face-to-face classes, the size of our online program offsets this. Full reimbursement is only allowed for 18-week online courses, and the District is not likely to change our 16-week calendar.

Suzanne Floyd,
Academic Senate
Representative

8. Items for May 21:

Eric Ichon,
Administrative
Co-Chair

a. 2 sets of minutes

Sandra Ruiz,
AFT Representative

b. set meeting times for Fall 2019

Ken Taira,
AFT Representative

c. Update on Curriculum Committee

Alice Taylor,
AFT Representative

d. Update on grants.