

Distance Education Committee Minutes

HLRC 112

May 15, 2013

1:30 pm to 2:40 pm

Attendees:

Members:

Alexander, Linda
Jones-Jamison, Tamara
Sander, Nancy
Taylor, Alice

Guest:

Barragan, Norma
Ichon, Eric
Preziosi, Aimee
Shepherd, Marlene

I. Organizational Items

1. Meeting called to order
2. Confirmation of agenda

II. Academic, Distance Education and Professional matters

1. Paid less for online classes (apportionment). LACCD decided on compressed calendar. Paid for 17.5 weeks and semester is 16 weeks. 8% of apportionment for Distance Education courses. Apportionment amount is revealed 6 months after fiscal year.
2. Linda approved, Alice 2nd the minutes from March 27
3. Online Counseling services, are more hours needed?
4. Change in Speech to Communication Studies and Physical Education to Kinesiology for Fall 2013
 - a. Inform Counselors of the change
5. Whose represents AFT and Academic Senate
6. New Business
 - a. Technical difficulties with ETUDES (Sunday, May 12, 2013). Load capacity (additional servers were added), Load Balancing. Contact Eric if concerns or post in Users Groups. Count usage if they have ETUDES shell (Web enhanced courses).
 - b. Count active enrollments, Summer rosters will be posted 2 weeks earlier. For Fall/Spring will upload rosters closer to the start date. Process adds the 1st day of class, for online/hybrid courses. MOU w/AFT to process 5 adds. Discussion on adding students "before the first day of class".
 - c. Add codes under the new SIS where instructors can add students personally to their course

III. Announcements or Indications of Future Actions

1. Meeting times for the future:
 - a. 3rd Wednesday at 1:30pm for Fall 2013? Linda must check schedule
 - b. July 17, 2013 at 1:00pm for Summer meeting

IV. Adjourned 2:40 pm