

Draft Distance Education Committee Minutes

Winlock Lounge

Wednesday, May 27, 2015

1:30pm-3pm.

Attendees:

Administrative Co-Chair: Eric Ichon

Faculty Co-Chair: Linda Alexander

Attendees: Alice Taylor, Nancy Sander, Arnita Porter

Old Business: Minutes from the April 22, 2015 meeting were approved.

New Business

- Eric Ichon indicated that DE would pay the registration fees for those who wish to attend the Etudes Summit to be held at the Sofitel San Francisco Bay in late October.
- Arnita Porter did not have a formal OEI update but she mentioned that the OEI is preparing to implement Canvas. The Launch Colleges (West is not one of these) will go live with Canvas in Spring 2016.
- Alice had prepared a draft of a noticed motion before today's meeting to address OEI classes and the AFT contract. The language in the draft was discussed.
- Online Instructors' Handbook

Guidelines for Grading: Nancy and Arnita presented a draft for guideline revisions and the committee discussed the proposed revisions and ideas for other revisions.

Overview of ideas

- Include videos, graphics/pictures, screenshots, links
- Make "Grading" a separate item in the Table of Contents
- Call the grading guidelines "Best Practices"
- Be more explicit about how soon grades should be posted
- Include a rationale for a timely turnaround for grades
- Add an Index at the end of the Handbook

Also discussed: 1) Frequency of Handbook revisions. 2) Anyone who wants to give input on the final version of the Handbook should get this to Eric by the end of August 2015.

- Nancy distributed a handout on the book for "One-Book." There was a discussion about the book.
- The DE Fall 2015 meeting schedule was discussed. We will probably stay with the last Wednesday of each month, beginning on Sept. 23, 2015. Proposed start time for meetings: 1:30pm. Today's meeting was the final meeting for spring.

Respectfully Submitted,
Linda Alexander