

Distance Education Committee Minutes

Winlock Lounge

Wednesday, May 28, 2014

3:00 – 4:15 p.m.

Attendees

Administrative Co-Chair: Eric Ichon

Faculty Co-Chair: Linda Alexander

AFT Representatives: Lucy Blake, Kenneth Taira (not present), Alice Taylor

Academic Senate Representatives: Dr. Arnita Porter, Kimberly Manner (not present),
Nancy Sander (not present)

Guests: Faz Elahi

Organizational Items

1. Meeting called to order at 3:00 p.m.
2. Minutes of last meeting: Approved with one correction, Kim Manner's name is Manner, not Manners.

Academic, Distance Education, and Professional Matters

1. **OEI Update:** Arnita explained the Online Education Initiative (OEI). There seems to be a sense of urgency as a fast rollout is anticipated. OEI's focus is transfer. Online ADT programs should facilitate transfer.

Arnita serves on the OEI Advisory Board and Chairs the OEI Consortium Workgroup. The OEI Launch Team and Consortium Workgroup will decide on the colleges taking part in a pilot study.

On behalf of West, Eric will be submitting an application to participate in the pilot study. West will apply to be a Home College and Teaching College. The Home College gets credit for degree completion for students who start taking classes at the Home College and complete an online ADT at that college or by taking classes from a participating college. The Teaching College gets any FTES it collects (no additional funding for FTES is provided).

Eric followed up on this later by reviewing the goals/objectives of the OEI. In sum, students will be able to complete an online ADT by taking classes at participating colleges.

2. **Synchronous Online Classes:** Two classes will be participating in Fall 2014: Alice Taylor's Humanities 30 class and Jitendra Kuckreja's Health 11 class.
3. **QM Update:** There is one slot open for the upcoming Retreat. There was a discussion about Informal vs. Formal Reviews. The latter allows 20 weeks for an instructor to revise their course based on reviewers' recommendations. Lucy suggested a third option, a peer mentoring program, in which an instructor has a colleague informally review his or her course and they

discuss the course prior to any suggested revisions being made. Then then meet again after the revisions have been made.

4. **Spring 2014 CCC Chancellor's Office Distance Education Survey**: Eric will provide an update later.
5. **Online Instructors' Handbook Update**: Tabled until next meeting.

Meeting Adjourned at 4:00 p.m.

Next Meeting: Wednesday, October 22 at 3:00 p.m. in the President's Conference Room.