

Distance Education Committee DRAFT Minutes

Linda Alexander,
AFT Representative

Date: Sept. 16, 2019
Time: 2:30 – 4:00 p.m.
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Ana Figueroa, Faculty
Co-Chair

Members present: Ana Figueroa and Eric Ichon (co-chairs), Linda Alexander, Nancy Brambila, DeAnna Gossett, Sandra Ruiz, Ken Taira.

Suzanne Floyd,
Academic Senate
Representative

1. Approval of Minutes- All
Minutes were approved for 4/30/2019 and 5/31/19 Meetings.

DeAnna Gossett
AFT Representative

2. Online Pedagogy Course- All
The Online Pedagogy Course begins Oct. 6, 2019 but it will not be required. Contact Hadi Dabbagh for enrollment.

Eric Ichon,
Administrative
Co-Chair

3. Online Instructor’s Handbook- All
Alice has finished editing the OIH. E. Ichon will email digital copy to A. Figueroa, who will upload it to the Canvas shell.

Sandra Ruiz,
AFT Representative

D. Gossett has recommended to include potential guidelines for instructors on what Canvas course should look like. For Example: 1) landing/front page, 2) discussions with reply, and 3) rich lessons with video content.

Ken Taira,
AFT Representative

4. Model Syllabus
Current syllabus that the sub-committee worked on isn’t fully accessible therefore we should consider using a short template; Cyrus Helf created a syllabus template that was given to the committee for review.

Alice Taylor,
AFT Representative

5. DE/Curriculum Committee Liaison
Tech review is now all online, so the liaison will only need to attend Curriculum Committee Meetings. The Liaisons role is to review all courses that come thru the ECD for DE Addendum. DE Committee will draft a motion to give release of 0.2 to the liaison. E. Ichon will work on the draft of the motion for the liaison release time. L. Alexander and D. Gossett proposed to include qualitative data to demonstrate all that is involved in the position.

6. S. Ruiz suggest the system should include Canvas related information. We are tabling this and bring it to colleagues at our next meeting.

Linda Alexander,
AFT Representative

7. POCR -E. Ichon

Eric Ichon sent committee members a handout on possible structure of a local POCR team with two facilitators. E. Ichon asked that committee members provide feedback on handout for next meeting.

Nancy Brambila,
Academic Senate
Representative

9. Propose Meeting Dates for Fall 2019:
Oct. 21st, Nov. 18th, and Dec. 2nd.

Ana Figueroa, Faculty
Co-Chair

Meeting adjourned at 4:00 p.m.

Suzanne Floyd,
Academic Senate
Representative

DeAnna Gossett
AFT Representative

Eric Ichon,
Administrative
Co-Chair

Sandra Ruiz,
AFT Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative