

Distance Education Committee Meeting Minutes

December 13, 2019 10:00 AM - 12:00 PM, GE-112

Attendees: Maritez Apigo (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), James Eyestone (IT), Anthony Gordon (Art, POCR Lead), Monica Landeros (Political Science, DE Trainer and Campus Online Accessibility Specialist), Jennifer Ounjian (Psychology), Francis Reyes via Zoom (Computer Information Systems), Bashir Shah via Zoom (Business), Karen Ruskowski (Curriculum), Erica Watson (Library), Tish Young (Senior Dean of Instruction)

I. **Approval of Meeting Minutes**

- A. The committee approved meeting minutes from all meetings this semester so that they can officially be made public on the Q drive

II. **Updates on *CVC-OEI Improving Online CTE Pathways Grant***

A. Grant plan

1. Developing online sections of 5-6 CTE courses next semester:
 - a) BUS-188 (Bashir Shah)
 - (1) Bashir shared that he has completed BUS-181, and is ready to move on to BUS-188 and possibly develop a Business Math course next semester
 - b) BOT-210A (Pam Rudy)
 - c) CIS-166A (Francis Reyes)
 - d) CIS-166B (Francis Reyes)
 - e) Michael shared that the grant team is looking for additional new online CTE courses to develop, including a science lab course:
 - (1) Anthony mentioned that Romus is interested in developing Media course on screenplay writing
 - (2) Tish suggested the disciplines below for possible science lab courses:
 - (a) Anthropology
 - (b) Astronomy
 - (c) Physics
 - (d) Physical geography
2. Aligning 10 existing online CTE or CTE-related GE courses next semester through local POCR program
 - a) Anthony shared that several faculty members have already expressed interest in participating next semester, and that the application process has changed to include interviews to get a better sense of applicants' courses.

B. Grant team updates

1. Michael shared that there has been progress on both the Accessibility Specialist and OER Coordinator positions, and that these positions should be filled by next semester
 - a) Tish shared that Carrie Million (DVC), who is interested in the accessibility position, could work with Monica next semester to train her for supporting faculty beyond the grant.

C. Grant-funded professional development

1. Michael shared that there is grant funding to send faculty to the Online Teaching Conference this year (June '20), but that CTE faculty and faculty who teach CTE-related GE courses will be given priority.

III. **4CD-UF Negotiations on Distance Education**

A. [New agreement ratified](#)

1. Michael showed some passages from the new agreement, including the requirement that all faculty teaching online have some training.
 - a) Maritez suggested revising the district pedagogy courses (ex: *Becoming an Online Effective Instructor*), since these will now be the primary training DE faculty in the district will have before teaching online.

IV. **Preparing for Accreditation**

A. [REC checklist for spring '20 DE faculty](#)

1. Jennifer shared that she does not assign weekly discussions, and suggested revising this part of the checklist. The committee agreed, and Maritez changed it to: "Instructor participation in required discussions or other student-to-student interaction activities."

B. Regular Effective Contact policy

1. The committee agreed to create our own policy and procedure document, using a revised version of DVC's statement on regular and effective contact, and a revised version of Maritez's "Accreditation Preparation Checklist for Regular and Effective Contact."

- a) Michael will share this document with the committee to develop over the break.

C. CCC DE Faculty Handbook

1. Michael will revise to reflect changes in agreement.

D. DE Addendum

1. Did not discuss

V. **Spring '20 Faculty Training Workshops**

- A. DE Summit scheduled for Flex week: Wednesday, 1/22/20
 - 1. Did not discuss
- B. Additional workshops?
 - 1. Maritez shared the results of her survey on the needs and preferences of DE faculty. The committee agreed that another workshop on regular and effective contact is needed.
 - a) The committee agreed to offer a spring '20 workshop on Hypothes.is

VI. DE Budget

- A. AY 2020-2021
 - 1. Did not discuss

VII. Next Meeting?

- A. The committee decided to alter its regular meeting times (second Fridays) to meet before the first Academic Senate Council meeting of next semester. This meeting will be dedicated to voting on the CCC Regular and Effective Contact Policy, and is scheduled for Friday, January 31st 10:00 AM - 12:00 PM.