



Distance Education Committee

Minutes

February 6, 2019

Date: February 6, 2019
Location: MD-201

Starting Time: 2:30 p.m.
Ending Time: 4:00 p.m.

- Chair:** Steve Perry
- Members:** Dillon Emerick Kelly Falcone Michael Gilkey John Harland
 Erin Hiro Jesse Mellor Linda Morrow Peter Ovwiovwio
 Sherry Goldsmith
- Invited:** Natalie Lopez

- I. CALL TO ORDER: Meeting was called to order at 2:35pm
- II. APPROVAL OF MINUTES: Approved Minutes for December 5, 2018 meeting
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS /INFORMATION
 - a. Announced that Accessibility promotion will begin in Early March
- V. ACTION :
 - a. Proposed and approved recommended language to be included in the current AP 4105 revision.
(Note: Some of the conversation took place via email after the meeting)

As a committee, we came down supporting a strict recommendation to the Faculty Senate (and the Policy and Procedures committee) that we keep maintaining the list of "Certificated Instructors" that must be used as proof of readiness to teach online by anyone who is scheduling an instructor to teach on online class. We agreed to clarify how someone gets on that list.

An instructor doing self-evaluation of their course using an OEI Rubric would be covered by the third item on the list below and place them on the list

We agreed that the qualifiers to get on the Certified Instructor list we are proposing now (as I understand it) are:

1. Evidence of coursework, certificates, and/or degrees that focus on online teaching which were completed at other accredited higher education institutions.
2. Evidence of successfully completing a Faculty-Senate distance education pedagogy workshops (such as POET or @ONE training we approve in the future)
3. Evidence of successful online course design as demonstrated by adherence to the Faculty Senate approved Online Course design criteria (the OEI Course Design Rubric). Courses may be checked for adherence to the online course design criteria by the instructor themselves, by a peer of their choice, or they can request the DE committee to check the course design.

With Item #3, the instructor would fill out the self-assessment via an on-line form and the data from that assessment would be tracked by the DE coordinator using standard resources provided by the ATRC.

We recognize that the Policy and Procedures committee is the controlling body on updating this AP 4105 procedure but, since the Faculty Senate is responsible for Academic and Professional matters we will request that they take a vote to approve our recommendations.

Kelly suggested we add: That we will suggest that the PFF representatives add language to Article 12 of the contract that directs the Department Chairs to only assign online courses to instructors who on the Certified Instructors list due to the importance of making sure we are in compliance with title V and Accessibility laws, especially. An exception could made be for any instructor new to online teaching to allow for a one-semester grace period before certification is required.

John: Regarding Kelly's note, I would add (in blue)

"Courses may be checked for adherence to the online course design criteria by the instructor themselves, by a peer of their choice, by peer review through TERB (or, perhaps, 'as part of the TERB peer review process'), or they can request the DE committee to check the course design."

Kelly: I understand your desire to include TERB as I had felt the same way, but I'm concerned with adding anything that has to do with the word Evaluation. We need to be clear that this is about course design and that the design adheres to the criteria on the rubric, but we are not an evaluative group and we are not evaluating how it actually went.

We will add to the DE Coordinator responsibilities: Prior to the start of each semester, the DE Coordinator will distribute to all online faculty the criteria approved by Faculty Senate for online course design and facilitation, and a list of online teaching resources.

- b. Discussed ideas on how to best promote to faculty the requirement that they bring all electronically distributed documents into compliance with current Accessibility laws.

AJOURNMENT: Meeting adjourned at 4:00pm