



Distance Education Committee

Minutes

Oct 2, 2019

Revised Nov 2, 2019

Date: Oct 2, 2019 **Starting Time:** 2:30 p.m.
Location: MD-201 **Ending Time:** 4:00 p.m.
Chair: Steve Perry
Members: Michael Gilkey Kelly Falcone Efrem Alexander John Harland
 Erin Hiro Clare Rolens Sherry Goldsmith Henry Lesperance
 Jonathon Singh Stacy Trujillo Linda Morrow
Invited:

- I. CALL TO ORDER: Meeting was called to order at 2:30 pm
- II. Presentation by Dean Pearl Ly on CVC-OEI Pathways (IOP) grant

As part of the CVC-OEI Improving Online CTE Pathways (IOP) grant, faculty that are teaching an existing online class that is a part of online CTE programs may qualify for support to align your class to the CVC-OEI Course Design Rubric including instructional design support and a \$1,000 stipend upon completion and there will be a stipend provided to POCR reviewers as well.

There will be training on Friday, October 11 for faculty interested in learning about best practices for teaching online courses in Canvas and how to perform a self-review of an online course using the CVC-OEI Course Design Rubric. We encourage all faculty teaching online courses to participate, especially those that are teaching online CTE classes and interested in aligning their Canvas course to the CVC-OEI Course Design Rubric.
- III. APPROVAL OF MINUTES: [Kelly/Erin] Approved Minutes for Sep 18, 2019.
- IV. PUBLIC COMMENT : None
- V. ANNOUNCEMENTS
 - a. Steve announced that there is a new and on-going effort to rework the navigation and some content of Palomar’s web site to give it a “Students First” orientation and that a private company, Civilian Agency, was helping Palomar with that effort.
- VI. ACTION: [Erin/Kelly] Approved an official attendance policy for the Distance Education Committee. It was agreed that if a member missed three meetings per semester that they would be removed from the committee.

The motion was passed unanimously with the exception of Henry Lesperance who voted Nay.

VII. INFORMATION/DISCUSSION ITEMS:

a. Title 5

Steve reported on the Title 5 workshop he gave and emphasized some of the important changes that faculty may have to implement in their online classes going forward. For example, it is recommended that online courses be scheduled in one of three ways: Fully-online (FO), Partially-online (PO), or Online with Flexible In-Person Component (OFI). This last option is to handle situations where an instructor may present the course material fully-online but requires students to take exams at a designated physical location during a particular range of time. Additionally, this may handle situations where the online class requires field trips.

Kelly pointed out that the current AP 4105 Distance Education Policy (waiting for Governing Board approval) only provides for **fully-online or partially-online**, so the OFI option may need to be incorporated as a Partially-online class for the **time being**.

Title 5 will require that, not only must there be instructor initiated, regular, effective contact with students, there must also be regular, effective contact among the students. This requirement goes beyond simply having a discussion board available and needs to be an integral part of the class design. Furthermore, the student-to-student, requirement still applies to the online portion of a partially-online class.

Kelly suggested that we talk with Department chairs, Deans, and the Faculty Senate about the new requirements. Steve agreed to schedule that.

b. Forming a POET Replacement workgroup

The idea was discussed to create a workgroup to finalize plans for the POET replacement with @ONE courses. It was agreed that Steve, Kelly, Erin, and anyone else who could make it, would meet for 2 hours before the next meeting as a workgroup. The workgroup meeting is scheduled for 12:30-2:30pm on 10/16.

c. Creating a POER Review Team

We briefly discussed who would like to get trained to become a POER reviewer and the benefits of participating as a reviewer during this academic year when there a stipend would be paid from the CVC-OEI CTE Pathways grant.

We noted that we will need to discuss how to continue with a POER group during the following year when no stipends may be available.

VIII. ADJOURNMENT: Meeting adjourned at 4:00pm