



Distance Education Committee

Minutes

Oct 16, 2019

Date: Oct 16, 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 2:37 pm
- II. APPROVAL OF MINUTES: [Erin/Linda] Approved Minutes for Oct 2, 2019.
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS
 - a. Steve announced that (as of now) the ACCJC accreditation team will not be specifically checking to see that online classes meet accessibility requirements.
- V. ACTION:
 - a. None
- VI. INFORMATION/DISCUSSION ITEMS:
 - a. Kelly and Erin suggested that a workgroup be formed to come up with suggestions for updating the Online Evaluation process in TERB. One suggestion was that, if a faculty member is teaching online that they should be required to have one of their online classes evaluated.
 - b. A suggestion was made to review the current ACCJC distance education manual
 - c. John suggested that more explanation (with examples) on what it means for to have Faculty initiated, regular effective contact in an online course and what it means to have student-to-student contact. He also suggested that the Faculty Senate affirm this understanding.
- VII. It was suggested that the DE coordinator capture significant POET discussions into a FAQ that faculty can search and review for help with online training.
- VIII. ADJOURNMENT: Meeting adjourned at 4:00pm