

## DE Committee

Monday, April 20, 2015, 3:30-5:00, in B-106

Present: Celia Cruz, Charles Heimler, Heidi Kozlowski, Padma Manian, Dorothy Pucay, Ann Soman, Michael Berke (Guest), Bob Wing (Guest)

### Minutes:

- Padma Manian proposed that in lieu of a Dean of DE, there would be a 100% DE Faculty Coordinator on a rotational basis, if necessary
  1. need the DE Faculty Coordinator to facilitate and liaison among various agencies and groups in institution, a resource person to help faculty and students, to streamline Moodle, to perform and micro-manage activities and tasks in area of online learning, to keep groups informed
  2. DE Dean was needed during earlier years of Distance Education; most positions now are faculty coordinators before, online instructors don't need two deans (also a contractual issue)

Heidi Kozlowski explained that when she was DE Faculty Coordinator, she felt she had no authority to do what she need to do like monitor quality of online courses. As DE Faculty Coordinator, she facilitated moving through Learning Management Systems as well as attend a lot of meetings.

### Action Taken: Four (4) voted to support proposal; one (1) abstained

- Distance Education and Accreditation – Dean Keiko Kimura, Standard II Accreditation Tri-chair presented the areas that need to be addressed by the DE Committee. Committee also received hard copies of Guide\_to\_Evaluating\_DE\_and\_CE\_2013
- Proposed DE Supplement Form approval process - Dorothy informed the DEC that the curriculum committee (IPCC) wanted feedback on their intent to approve the DE supplement forms of courses when the main CORs are brought in for review. The purpose for this is to align the COR review schedule with the DE Supplement review schedules. Courses without current DE Supplements will go through the curriculum review process with accompanying DE Supplement forms. This is easier to do now with Curricunet as the DE Supplement form is already part of the COR in Curricunet.

### Faculty recommendation: To be taken up and discussed further later.

- Publisher texts in online teaching - Dorothy asked the committee about whether the committee should look into the use of publisher text course management software and how the system may be taking away the required "regular effective" in the course.

**Members opined that the publisher text course management software are teaching tools that do not affect "regular effective" contact.**