

DE Committee

Monday, April 6, 3:30-5:00, in B-106

Present: Sean Abel, Mary Conroy, Phil Crawford, Charles Heimler, Bob Wing (Guest), Padma Manian, Dorothy Pucay (Co-chair), Ann Soman, VP Duncan Graham, Celia Cruz

Tentative Minutes:

- Approved minutes of March 16, 2015.
- Charles Heimler reported on information taken from the Online Education Regional Meeting March 20, College of San Mateo. Summarized landmines in DE points: understanding the right of assignment for DE classes, selecting and using Course Management Systems, working with the Union on DE issues, evaluating DE faculty, and most specially, the writing of the substantive change report. VP Graham informed the committee that work on the report will begin as soon as SJCC is given full accreditation.
- Committee had a lengthy discussion on the subject of Teacher Training for Distance Education. Advocates for completing programs such as those given by @Onefortraining.org emphasized the need to raise standards of online education and the need to learn to engage students in the online courses. Advocates for more lenient requirements disapproved of the lengthy period of training (e.g. 214 hours for 4 classes) and said that such stringent requirements will turn instructors away. A compromise was reached with lessening the number of classes to two. Committee approved the following statements and will recommend to the Academic Senate that they be approved as required training:

Teacher Training Requirements for Distance Education

1. Participate in one professional development activity per academic year related to Distance Education (on-campus workshop on a specific feature of Moodle, an off-campus DE conference, a PDD session on online learning/features, Webinar session, and so on) **and** demonstrate prior successful experience in teaching online course(s) at SJCC or another similar institution for a minimum of 4 semesters/sessions in the previous three years;
OR
 2. At least two courses in online teaching from @One Teaching Certification Program or equivalent online teaching programs from accredited institutions.
- Padma Manian presented the proposal that in lieu of a D.E. Dean, we have a Distance Education Resource Team:
 1. D.E. Accreditation (Duncan)
 2. D.E. Coordinator (Dorothy)
 3. D.E. Workshops (Professional Development Center)
 4. D.E. Faculty resource person meeting College Strategic Goals #1 and #3 to help faculty (Padma and any other volunteer) and ITSSDiscussion on this will continue at next meeting.
 - Distance Education and Accreditation – VP Duncan Graham: Tabled

Note: Next meetings: May 4, May 18?