

DE Committee Meeting

December 1, 2014

Minutes

In attendance:

Sean Abel

Mary Conroy

Phil Crawford

Duncan Graham

Celia Cruz

Charles Heimler

Heidi Kozlowski

Padma Manian

Dorothy Pucay

Ann Soman

Ken Torres

Agenda/Minutes:

- **Teacher (Peer) Evaluation for Online Instructors: revised the form. Made changes to #7, #8, #9, and #10.**
- **Revisited Teacher Training Requirements for Distance Education (Teacher needs, Teacher support services, Training) and arrived at list below:**
 1. Participate in one online professional development activity per academic year (need list of examples?) **AND**
 2. Demonstrate prior successful experience in teaching online course(s) at SJCC or another similar institution for a minimum of 4 semesters/sessions in previous three years; **OR**
 3. Receive a certificate of completion in online teaching from accredited institutions with Online Teaching Programs (need examples) or @One Teaching Certification Program (approved by the California Community Colleges Academic Senate and the CCC Chancellor's Office).

DE Committee Report, December 9, 2014 to Academic Senate

DONE:

- Acad Senate approved Board Policy Statement recommendation (11/18/14)
- Acad Senate approved DE Committee charge (11/18/14)

DE Committee: Nov. 17, 2014

- Strongly urged that the Student Evaluation Form for Online Classes be used for evaluations as soon as possible.

DE Committee: December 1, 2014

- Revised questions in Teacher (Peer) Evaluation form for Online Instructors. Suggested changes to questions #7, #8, #9, and #10. Recommendations were sent to Nasreen Rahim, EVC, and Barbara Hanfling, AFT.
- Continued discussions on Teacher Training Requirements

For action in next Academic Senate Meeting, December 16:

- SJCC Regular Effective Contact Policy and Procedures
- DE Recommendation that online instructors be trained