

Distance Education Committee (DEC) Meeting Minutes
December 15, 2014

- Approved minutes of December 1, 2014 DE meeting
- DEC Fall 2014: A summary report of the semester's activities was given to the DE Committee:

As of December 8, 2014

Accomplished:

- 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.

➤ Updates:

- ❖ EVC DE Committee approved our recommended changes to the Online Peer Evaluation Form. AFT 6157/Faculty Association has been notified that the DE Committees of both SJCC and EVC have agreed on the changes made to the form.
- The SJCC Instructor Regular Effective Contact Policies and Procedures document have two versions and the Committee recommended that version *SJCC Instructor Regular and Effective Contact 11 24 2014 DG* be the version presented to the Academic Senate for approval at its meeting on December 16, 2014. This version presents the San Jose City College Policy on Distance Education before the Code of Federal Regulations definition of "distance education."
- The Committee also wanted the DE Committee recommendation that online instructors be trained to be brought to the Academic Senate for their approval.
- Edina Rutland, Ph.D., DSP&S Supervisor, met with the DE committee and briefed the Committee on ADA requirements (new and old) as they pertain to education and the services of the DSP&S office.
- The discussion on Teacher Training Requirements for Distance Education will continue in Spring 2015.