

DE Committee
Minutes of 1st meeting of Spring 2015
Monday, February 23, 3:30-5:00, in B-106

Members Present:

Celia Cruz	Heidi Kozlowski (Co-chair)
Phil Crawford	Padma Manian
VP, Duncan Graham	Dorothy Pucay (Co-chair)
Charles Heimler	Karen Pullen
Bob Wing (Guest)	

Agenda:

- **Approve minutes of December 15, 2014 DE meeting**
- **Updates on DEC motions**
 - ❖ **Revised questions in Teacher (Peer) Evaluation form for Online Instructors. Suggested changes to questions #7, #8, #9, and #10 (cannot change #10 without changing the statement on other district forms):**
 - Approved by EVC and AFT (through Barbara Hanfling), then sent to Kim Garcia at District Office. Waiting for response from DO.**
 - ❖ **Recommended SJCC Board Policy statement on DE: AS President Jesus Covarrubias following up with Senate and VP.**
 - ❖ **DE Committee website: currently working on that with Sandra Gonzales and Judy Wessler.**
 - ❖ **AS approved our recommended SJCC Instructor Regular Effective Contact Policies and Procedures document version (Dec. 16 meeting)**
 - ❖ **Dec. 16, 2014: Distance Education teacher training recommendation: Phil Motion to accept the DE committee's recommendation that faculty get trained on DE pedagogy in order to teach Distance Ed courses – ...**
 - **Amended: The senate supports the idea of pursuing DE training.**
 - **Query to AS on how the motion should read: The Academic Senate approved to support the idea that faculty get trained on DE pedagogy in order to teach Distance Ed courses (??) Or should it be: The Academic Senate approved to support the idea of pursuing DE training on DE pedagogy in order to teach Distance Ed courses (??)**
- **Dean of Library/DE position (Heidi K., VP Graham)**
 - ❖ **Committee members expressed concern over advertised position and job announcement published Feb. 20.**
 - ❖ **Main concerns were:**
 - **Distance Education is an area that full attention, should be pulled out of the job description for Dean of Library and Learning Resources and DE**
 - **not all affected groups were consulted**
 - **teaching experience is not emphasized**

- In the Desired Qualifications section:
 - ❑ statement of “Bilingual preferred” should be taken out of because it limits the field, bilingualism not needed in job
 - ❑ Master’s degree in Library Science is dated degree name, needs updating and to make statement more inclusive (add “or other related field’)
 - ❑ No statement addressing knowledge of DE
 - ❖ Other suggestions: interview questions should include: familiarity with ACCJC DE Handbook, ADA Compliance
 - ❖ Recommendation is to ask to pull job announcement and address concerns
 - Phil Crawford to raise issue at AS Executive meeting with SJCC President Breland on Tuesday Feb. 24 meeting; VP Graham to work with administration and DO to get it pulled
 - If announcement gets pulled, DE committee to invite all stakeholder groups for Monday March 2 meeting to address concerns
- Responsibility of DE Committee to maintaining the quality of SJCC DE (VP Graham) and evaluating students success in DE:
 - ❖ VP Graham expressed that the DE committee look more closely at SJCC online student population and develop initiatives from the assessment. Committee was introduced to Chancellor’s Office Datamart statistics on student information in online and hybrid courses.
- Plans for Spring 2015: To continue working with teacher training requirements.