

Minutes of Monday, March 16, 3:30-5:00, in B-106

Members Present: Sean Abel, Mary Conroy, Phil Crawford, Charles Heimler, Bob Wing (Guest), Heidi Kozlowski (Co-chair), Padma Manian, Dorothy Pucay (Co-chair), Ann Soman

Items discussed:

- Dean of DE, Library, LRC position
- Teacher Training Requirements for Distance Education

The DE Committee:

- Finalized DE references in Dean of DE, Library, LRC position description. Added:
 - ❖ “library” to “evaluation of library faculty” in the Nature and Scope section
 - ❖ “Working” to “Working Knowledge” in Employment Standards section (one member disagreed)
 - ❖ “Experience teaching online, preferably in higher education” to Desired Qualifications section
- Agreed to recommend that a Dean be hired in time for Fall 2015, and not an interim.
- Resumed discussion of Teacher Training Requirements for Distance Education
 - ❖ Agreed to make title “Recommended Teacher Training Requirements for Distance Education” to “Suggested Teacher Training for Distance Education” because word “requirement” might keep the Academic Senate from supporting the recommendation.
 - ❖ Agreed to delete in the statement: 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,~~” to make the recommended requirements less stringent on instructors.
 - ❖ Discussion of list of teacher training requirements to continue at next meeting.

Suggested Teacher Training for Distance Education (as of this meeting, March 16)

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**
2. Demonstrate prior successful experience in teaching online course(s) at SJCC; **OR**
3. Receive a certificate of completion in online teaching from accredited institutions with Online Teaching Programs such as @One Teaching Certification Program.