

# Distance Education Committee Minutes

Date and time: February 29, 2016 3:30 PM

Location: GE 118

Members Present: Mary Conroy, Phil Crawford, Celia Cruz, Suzanne Gutierrez, Heidi Kozlowski, Margarita Mitevaska, Dorothy Pucay, Sydney Sukuta

Agenda Items:

## ONLINE EVALUATION FOR FACULTY:

The DE committee voted to keep the current Online Evaluation for Faculty of form as it is for now to be placed in the AFT contract (1<sup>st</sup> Crawford 2<sup>nd</sup> Pucay). In the future, the committee may suggest changes to the form.

## THE OEI COURSE RUBRIC FOR DE COURSE STANDARDS:

The committee discussed the Academic Senate's approval of the OEI rubric as a "guideline and for use on the Distance Education Handbook" (yet to be written). Some senators wanted stronger language than "guideline."

The committee discussed its issues with "canned" course packets and possibly proposing a policy recommendation to the Academic Senate.

## CANVAS TRAINING UPDATE:

Kozlowski announced 20 faculty will get paid for three hours of training on Canvas. Online faculty and "superusers" will have priority. Faculty may choose from on-campus or online training or a combination of both. Crawford implored that everyone who teaches online ought to get paid for training and that 20 is too small a number since we are offering 86 online courses.

## DISTANCE EDUCATION PLAN:

Printed copies of a rough draft/outline were distributed to the committee by Kozlowski.

Discussion:

Goals need to be revised.

## DISTANCE EDUCATION AND ACCREDITATION UPDATE:

Cruz asked that the committee make offering an online readiness quiz for students be made a priority.

The meeting adjourned at 4:45 PM