

**DE Committee Meeting
October 20, 2014
Minutes**

In attendance:

Dean, Sean Abel	Heidi Kozlowski
Mary Conroy	Padma Manian
Phil Crawford	Dorothy Pucay
Celia Cruz	Karen Pullen
VP, Duncan Graham	Sydney Sukuta
Charles Heimler	Guest: Leslie Rice

Minutes:

- **ACTION ITEM: DE committee reviewed and approved the DE Charge draft to be sent to Academic Senate for approval (see DE Charge below)**
 - **ACTION ITEM: DE Committee also reviewed and approved a proposed SJECCD Board Policy Statement regarding Distance Education (see recommended statement below).**
 - **Phil Crawford shared information that there is special focus at State Senate meetings discussions on DE and “regular, effective contact.”**
 - **DE Committee discussed possible guidelines for implementing Section 55204 on Instructor Contact “regular and effective contact,” using the following as basis of discussion:**
 - ❖ **(Ohlone) AP 4105 Distance Education- Administrative Procedures**
 - ❖ **Foothill College <http://www.foothill.edu/fga/rec.php>**
 - ❖ **Regular, Effective Contact statements survey (compiled)**
 - **Committee approved using Types of Contact list of Ohlone College.**
 - **Committee asked for DE instructor faculty to be consulted on their suggestions for showing regular/effective contact.**
- **DE Committee also addressed in the same discussion how to implement Title V Section 55202 on Course Quality Standards, “The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses...”**

SJCC Distance Education Committee Charge

Membership:

The membership consists of at least six (6) faculty, the VPAA, and up to two (2) other administrators, one (1) classified member, one (1) student, all with interest or background in Distance Education. Per the senate constitution there may be no more than ½ as many administrators as faculty. The Chair of IPCC or designee shall be an ex officio member (voting)

Mission:

To develop policies and promote practices that contribute to the quality and growth of distance education at San Jose City College.

A. The committee will support student success in Distance Education by making recommendations to the A.S., College Advisory Council, and College President regarding:

1. Curriculum and instruction, evaluation and assessment, course design, accessibility, technology, infrastructure, and academic support services that affect all modes of distance education course delivery.
2. Accreditation compliance
3. Ongoing faculty development and training in the areas of pedagogy and technology.
4. Online student support and training

B. Make recommendations to the IPCC:

1. Regarding the D.E. supplement Form.
2. Upon request, about Distance Education as an appropriate mode of learning .

The consensus model shall be used for making recommendations.

Proposed SJECCD Board Policy Statement regarding Distance Education

October 20, 2014

To the Academic Senate:

The Distance Education Committee seeks your approval on a SJECCD Board Policy statement on Distance Education.

Title: Distance Education Policy No.XXXX

Legal Authority: Title 5 Sections 55200, 55202, 55204, 55206, 55208, 55210, 58003, 58006, 58007, 58009, 58051, 55056, 58056, 59402

San Jose Evergreen Community College District will provide instruction in a variety of modalities including distance education. Distance education instruction will be offered through pedagogically sound practices consistent with Federal education policies/regulations, California law and Title 5.