

# Distance Education Committee Minutes

Date and time: March 14<sup>th</sup>, 2016 3:30 PM

Location: GE 118

Members Present: Mary Conroy, Celia Cruz, Suzanne Gutierrez, Heidi Kozlowski, Padma Manian, Margarita Mitevska, Dorothy Pucay, Sydney Sukuta  
Agenda Items:

## **Minutes:**

Minutes from the 2/28/16 and 2/8/16 were distributed and approved

Correction: Suzanne Gutierrez as guest 2/8/16

A suggestion to note members who are absent; committee decided not to do so

Action item: follow up on description of online class to accurately represent course and include our definition of online and hybrid, how can we do this?

## **DE Handbook:**

Handbook outline was distributed to the committee.

Add "faculty" to title of distance education handbook (Distance Education Faculty Handbook)

Include the following:

DE Board Policy

ADA compliancy

Add example syllabus with contact information

All resources listed on syllabus

Netiquette rules

Academic Integrity: being treated equally

Authentication: How does the college secure log in/validation

## **Regular Effective Contact**

Every unit contact with student-student, teacher initiated, student initiated

Ex: forum, students respond to classmates

We need to decimate the information all campus

Rubric for Forum

## **DE/Canvas/OEI/Canvas**

Training opportunities begin in April 2016

## **Online Quiz for Student Readiness**

We reviewed and discussed a quiz

Add SJCC-specific information to the quiz

The quiz should reflect current technology

## **DE Plan GOALS:**

Distance Education Plan revised goals distributed. Suggestion: organize the Goals better, make them more readable, continue discussion at next DE Committee Meeting

Meeting adjourned at 5:00 PM