Distance Education Committee Minutes
Date and time: March 14th, 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