

Distance Education Committee Minutes

Date and time: October 26, 2015 3:30 PM

Location: GE 118

Members Present: Mary Conroy, Phil Crawford, Celia Cruz, Charles Heimler, Heidi Kozlowski, Padma Manian, Sydney Sukuta Guest: Suzanne Gutierrez

Agenda:

1. Approval of October 12, 2015 minutes
2. Moodle problems:
 - Mary Conroy reported that participants in the class are not being regularly updated and that students who are no longer enrolled in the course still appear as active in the class and have access to the course.
 - Kozlowski reported that the default setting still allows students to see one another's schedules and private email address.
3. Regular and Effective Contact Hours
 - Pucay noted that we already have a policy in place.
4. Distance Education Leadership
 - The committee noted that the Dean of Library, LRC, and Distance Education job description had not changed and was the same description that the DE committee had rejected spring 2015. Some of the opinions presented were that SJCC did not need another dean/administrator, that faculty do not want to report to two deans (division dean and DE dean), and that the coordination between divisions need to be a level above deans. The DE committee would like to see the 100% faculty reassigned position continue instead. Also, ADA compliancy needs to be addressed at SJCC.
5. DE Minimum Qualifications
 - Bring the requirements to the union and make this issue a priority.
6. Workshop opportunities
 - Cruz reported that there is free Canvas training available at @one.

The meeting adjourned at 5:05 PM