PALOMAR COLLEGE®
Learning for Success

	Distance Education Committee
	Minutes
	February 20, 2019

Date: February 20, 2019   **Starting Time:** 2:30 p.m.
Location: MD-301   **Ending Time:** 4:00 p.m.

Chair: ☒Steve Perry
Members: ☒Dillon Emerick   ☒Kelly Falcone   ☐Michael Gilkey   ☒John Harland
              ☒Erin Hiro   ☒ Clare Rolens   ☒Linda Morrow   ☐Peter Ovwiovwio
              ☒Sherry Goldsmith ☒Amy Caterina
Invited: ☐ Natalie Lopez

I.   CALL TO ORDER: Meeting was called to order at 2:37pm

II.   APPROVAL OF MINUTES: Approved Minutes for February 6, 2019 meeting

III. PUBLIC COMMENT : None

IV.   ANNOUNCEMENTS /INFORMATION
      a. Announced that Accessibility promotion will begin in Early March and discussion some of the specific
          promotional activities that will take place, such as have the DE Coordinator attend department
          meetings, etc. and post flyers/posters around campus.   Kelly and Amy suggested that student
          comments from the early Accessibility workshops be used in flyers and other promotional materials to
          help other faculty see the importance of this.

          The ATRC is developing more Accessibility workshops to be given on campus and online.

      b. New Online Education Portal for Students/Faculty

          Steve announced that he was working with the ATRC to develop and Online Education Portal for
          Students and a separate one for Faculty. The idea is to provide a one-stop shop for finding relevant
          information related to online education at Palomar College.

V.   ACTION :

    a. Review and approve the final text for our AP 4105 proposal to be presented to the Faculty Senate on Feb 25, 2019.

    As a committee, reaffirmed our support for a strict recommendation to the Faculty Senate (and the Policy and Procedures committee) that we keep maintaining the list of "Certificated Instructors" that must be used as proof of readiness to teach online by anyone who is scheduling an instructor to teach on online class.

    We agreed that the qualifiers to get on the Certified Instructor list we are proposing now (as I understand it) are:

        1. Evidence of coursework, certificates, and/or degrees that focus on online teaching which were completed at other accredited higher education institutions.

        2. Evidence of successfully completing a Faculty-Senate distance education pedagogy workshops (such as POET or @ONE training we approve in the future)

        3. Evidence of successful online course design as demonstrated by adherence to the Faculty Senate approved Online Course design criteria (the OEI Course Design Rubric). Courses may be checked for adherence to the online course design criteria by the instructor themselves, by a peer of their choice, or they can request the DE committee to check the course design.

    We further agreed that an exception could be made in emergency situations that require late instructor assignments, where the department chair could assign a course to an instructor not on the list with the understanding that an early and ongoing effort will be made to get the instructor qualified to be on the list during that semester.

    We added to the proposal a suggestion that the PFF representatives add language to Article 12 of the contract that directs the Department Chairs to only assign online courses to instructors who on the Certified Instructors list due to the importance of making sure we are in compliance with Title 5 and Accessibility laws, especially. An exception could made be for any instructor new to online teaching to allow for a one-semester grace period before certification is required.

    John brought up the idea of having each department maintain its own list of certified instructors instead of using a central list maintained by the DE coordinator.   Ultimately, the committee decided that there were too many downsides given the number of duties a department chair already has, the inconsistent application of policies by various department chairs, and the likelihood that institutional knowledge can be lost when a new department chair takes over from another.

    We took a vote and unanimously approved taking our AP 4105 proposal to the Faculty Senate meeting for a vote to recommend that our proposal be forwarded on to the Policy and Procedures committee.

    b. Discussed ideas on how to best promote to faculty the requirement that they bring all electronically distributed documents into compliance with current Accessibility laws. Additionally, discuss the proposed ATRC training plan.

    This was tabled until next meeting.

c. Discuss ideas for replacing our current POET system with free coursework from @ONE

Kelly suggested that free @ONE courses related to an "Introduction to Teaching with Canvas" and an "Introduction to Online Teaching and Learning".   Steve added that one feature of POET that is useful is to have a conversation with the instructors about online training at Palomar College and that perhaps that could be made a final step in our new training program.

This discussion will continue in future meetings.

AJOURNMENT: Meeting adjourned at 4:03pm