

Distance Education Committee Minutes

Sep 18, 2019

Date: Location: Chair:	Sep 18, 2019 MD-201 ⊠Steve Perry		Starting Time: Ending Time:	•
Members: Invited:	☐ Michael Gilkey☑ Erin Hiro☑ Jonathon Singh☐ Dillon Emerick	☑ Kelly Falcone☑ Clare Rolens☑ Stacy Trujillo☑ Amy Caterina	☑ Efrem Alexander☑ Sherry Goldsmith☑ Linda Morrow	⊠John Harland ☐ Henry Lesperance

- I. CALL TO ORDER: Meeting was called to order at 2:32 pm
- II. APPROVAL OF MINUTES: Approved Minutes for Sep 4, 2019 meeting with minor revisions. John Harland asked that his suggestion that we form a repository of documents properly formatted for Accessibility to the Accessibility Portal website.
- III. PUBLIC COMMENT: None

IV. ANNOUNCEMENTS / INFORMATION

- a. Steve and the committee welcomed new member Stacy Trujillo
- b. Steve reported that the Faculty Senate will be considering our request to add a permanent Library position to the DE committee at their 9/30 meeting.
- c. The committee discussed what the attendance policy should be for the committee and the discussion indicated that any member who had three absences in a semester should be removed from membership. We will discuss this further and take a vote at the next meeting.
- d. Kelly recommended that the Distance Education Committee home page be moved to the "For Faculty" menu items as sub-menu in the ATRC site (Note: Completed on 9/19)
- e. Steve discussed his revisions to the "Introduction to Online Teaching and Learning" course that was being adopted from @ONE for use in our upcoming POET replacement. Kelly suggested that it would be easier for the committee to review the course if it was moved into the public area (Instructure) of Canvas in its original format. (Note: Completed on 9/25)
- f. The committee discussed what online resources should be included when the notice is sent out to faculty each semester to remind them to consider using the OEI Course Design Rubric as a self-evaluation tools for their online classes. It was recommended that Steve continue developing the "Online Education Portal" website and that we make online resources available there, then remind faculty to use this website.
- g. Kelly announced that she has a series of Canvas templates that faculty can use to develop new Canvas classes. We will make those available on the new "Online Education Portal" website when it launches.
- h. Steve discussed new Title 5 regulations concerning Distance Education and that an online version of the training will be forthcoming.

- i. A question came up from members of the TERB committee who were also DE Committee members (Erin, Linda?) about the status of using the OEI Course Design Rubric as an evaluative tool when there is a Peer Review on online classes. Steve reminded the committee that in his previous talks with Lawrence Lawson, TERB coordinator, they discussed using the OEI Course Design Rubric as a replacement for a form called, "Worksheet Online Observation", which is a suggested, helpful tool to aid a Peer Reviewer in observing an online class, not an evaluative form that is required to be turned in with the Evaluation Report.
- V. ACTION:

N/A

VI. ADJOURNMENT: Meeting adjourned at 3:54pm