



Distance Education Committee

Minutes

Dec 4, 2019

Date: Dec 4, 2019

Location: MD-201

Chair: Steve Perry

Members: Michael Gilkey Kelly Falcone

Erin Hiro Clare Rolens

Jonathon Singh Stacy Trujillo

Starting Time: 2:30 p.m.

Ending Time: 4:00 p.m.

Efrem Alexander John Harland

Sherry Goldsmith Henry Lesperance

Linda Morrow

Invited:

- I. CALL TO ORDER: Meeting was called to order at 2:40 pm
- II. APPROVAL OF MINUTES: [Michael/Linda] Approved Minutes for Dec 4, 2019.
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS
 - a. Steve announced that the CVC-OEI consortium/exchange will shortly be accepting applications on a rolling basis.
 - b. Steve announced that Sean Keagan, director of the CCC Accessibility team will be presenting detailed information on what is expected from colleges with accessibility requirements. In particular, he promised there would be more information about how to handle external electronic documents.
- V. ACTION:
 - a. None
- VI. INFORMATION/DISCUSSION ITEMS:
 - a. Lawrence Lawson (TERB coordinator) discussed ways that we might make the TERB process to make better assessments of how well an instructor is conducting an online class. One suggestion was replace the current "Worksheet for Online Observation" form (2010) with the current OEI Course Design Rubric.

We discussed the possibility of requiring a full-time instructor, who teaches online courses, to include at least one online class in their regular review.
 - b. We continued to discuss how to proceed with the replacement of POET with @ONE course material.
- VII. ADJOURNMENT: Meeting adjourned at 4:00pm