



Distance Education Committee

Minutes

February 19, 2020

Date: February 19, 2020
Location: MD-155C

Starting Time: 2:30 p.m.
Ending Time: 4:00 p.m.

- Chair:** Steve Perry
- Members:** Michael Gilkey Kelly Falcone Efrem Alexander John Harland
 Erin Hiro Clare Rolens Sherry Goldsmith Limberg, Jerry
 Jonathon Singh Stacy Trujillo Linda Morrow

Invited:

- I. CALL TO ORDER: Meeting was called to order at 2:35pm
- II. APPROVAL OF MINUTES (Erin/Stacy): Approved Minutes for February 5, 2019 meeting (Unanimous except 2 abstentions)
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS /INFORMATION
 - a. Dean Ly presented an update on the IOP grant saying that there was still money available for courses to be aligned with the OEI Course Design Rubric.

Issues concerning online class success were discussed, such as:

- i. The templates that have been created for Canvas
- ii. Workshop that are help concerning Online Course Design quality
- iii. 38 courses have been aligned with the OEI Course Design rubric
- iv. David Meske is bringing a Cybersecurity fully online degree

She inquired about our efforts to develop a local POCR team to be ready to replace what the instructional designers are doing now (using grant money) when they leave in June.

She asked for a final list of people who are interested in attending the Online Teachers Conference in June and to be provided a justification that would align with the CTE Pathways grant, such as being and learning more about being a POCR reviewer. Currently, Amy Caterina, Erin Hiro, and Steve Perry have expressed an in interested in attending. Steve agreed to ask committee members again to see if there is a fourth person interested.

- b. Katy Ferrell visited this meeting and discussed her concern the OEI course design rubric and review process do not include and connection between it and the course objectives we specify in Nuventive (TracDat).

We agreed to look into this further as a part of our POCR team discussions.

- c. We discussed making a formal recommendation to TERB that they adopt the OEI Course Design Rubric as a replacement for the current 2010 Online Worksheet form that faculty use. Kelly and Erin, who sit on the TERB committee, said that this has been completed.

Additionally, Steve agreed to check on the proper procedure to make a recommendation to TERB to change the permanent faculty review procedure to require an online course be reviewed if the instructor teaches online courses.

- d. The committee agreed to continue discussion of how to set up a POCR team in the next meeting.
 - i. Discuss possible compensation/release time
 - ii. Make POCR team lead be the DE Coordinator

V. ACTION :

VI. AJOURNMENT: Meeting adjourned at 4:03pm