



Distance Education Committee

Minutes

April 15, 2020

Date: April 15, 2020
Location: Zoom Meeting

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 – Approved
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS
 - a. Steve reported that he is working with administration and ATRC on providing support and resources to faculty who are suddenly teaching online due to the pandemic. That includes training on Zoom.
 - b. Steve announced that the OTC Conference would be held online and he encouraged the DE Committee to attend if possible and bring that information to their fellow faculty.
- V. ACTION :
 - a. Kelly Falcone brought a request to the DE Committee to update Palomar Online Training, called POET. It was created in 2008 by the DE Committee. While the self-paced, online training worked well in the time it was created, it was out of date now. In combination with the pandemic, Kelly felt that the DE Committee needed to create a new training ASAP.
The DE Committee talked about the ways it needed to be improved:
 - i. Updated for a new LMS
 - ii. Updated pedagogy
 - iii. Updated technology instruction
 - iv. Aligned with the state's CVC OEI Rubric

VI. ACTION (cont)

- i. The DE Committee members felt there was an urgent need for this new training but that no one had the time to create it during the last half of the semester during the shut down. Kelly and Erin volunteered to create it and bring something back to the DE Committee within a month.
- ii. The request was approved unanimously

VII. INFORMATION/DISCUSSION

- a. Steve showed the DE Committee the online resources website that he is creating to help faculty teaching online. He went through the different links and asked for feedback and suggestions.
- b. Steve gave an update on the local POQR process where faculty are reviewing courses as part of a state grant. He encouraged other DE members to join him in this process. He also encouraged the group to consider a permanent POQR process after the grant is ended.

VIII. AJOURNMENT: Meeting adjourned at 3:53 pm