



Distance Education Committee

Minutes

May 6, 2020

Date: May 6, 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 – No Minutes were presented for approval
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS
 - a. These minutes encompass the last three Zoom meetings held in the Spring 2020 semester. Zoom was used because the Palomar College campus was closed due to the COVID-19 pandemic.
 - b. Kelly and Erin reported that Lawrence Lawson, TERB coordinator, had adopted the Faculty Senate approved OEI course design rubric as the recommended Worksheet that faculty could use to help them evaluate instructor's online classes. It is not required that an instructor's course be OEI course design compliant, but this Worksheet may help evaluators look for useful features and best practices when making an evaluation.
 - c. Steve reminded the committee that Katy Ferrell had visited the DE committee earlier in the year 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) and that we agreed to look into this further as a part of our POOCR team discussions.
 - d. Steve announced that, upon further review, there was no requirement that an instructor get permission from a student to record a Zoom and distribute it to the students in that class. Permission would be needed to post the recording in a public space (e.g. YouTube, Facebook, etc.)
 - e. Steve reminded everyone that Erin Hiro would be taking over the DE Coordinator duties after the end of the Spring semester and thanked everyone for their support.
- V. ACTION : There were no action items.

VI. INFORMATION/DISCUSSION

- a. Each attending member gave a report on their sudden experience with having to teach online and/or helping those in their department teach online. John Harland was taking the lead in helping other Mathematics professors covert their on-campus classes to be fully online.
- b. The committee agreed to continued discussion of how to set up a POCR team in the next meeting and, given the attention that needed to be spent responding to the pandemic emergency, it was decided to put further discussion off until Fall 2020. Steve reminded the group that we would discuss possible compensation/release time for POCR reviewer and that the DE Coordinator would be the POCR team leader.
- c. Kelly and Erin said that the new POET system would be ready to go live soon. Steve expressed a concern about handling the new POET system while he was busy with other emergency measures and suggested waiting until after the Spring semester.

Erin agree to be the instructor in charge of responding to faculty questions regarding the new POET system as soon as it was released and Steve then agreed to releasing that system in May, as requested. Steve would wrap-up the training with any remaining students in the "old" POET system.

VII. AJOURNMENT: Meeting adjourned at 4:03pm