

Distance Education Committee Minutes

Tuesday, January 19th, 2015

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Katie Datko, Valerie De Carvalho,, Xiao Leng, Rhea Presidio, Claudia Van Corva.

- I Lunch and Hospitality - 12:00 pm
- II Call to Order - 12:10pm
- III Approval of Meeting Minutes
 - A. Since quorum was not reached, December 3rd minutes were reviewed and discussed, with approval of these minutes delayed to the agenda of our next meeting, Tuesday, February 1st.
 - B. Correction to December 3rd minutes - item VII d) Hybrid Scheduling – Scheduling of hybrid classes remains an issue, temporary resolution spring 2016.
- IV Public Comment – None
- V Veterans DE Students – Update
 - A. Veterans
 - 1. To receive full financial award, Veteran students must enroll in 12 face-to-face units. Therefore, many students who elect to enroll in an online course will enroll in more than 12 units to receive their full financial award.
 - a. Follow up regarding the PCC Drop Policy (Item 13: PCC DE Handbook). How long does a Veteran student need to remain enrolled before the financial award is in jeopardy? Follow up with Richard Beyer?
 - 2. Veteran students enrolling in 12 units, 9 face-to-face and 1 online (3 unit) course receive only 70% of their financial award. Currently, enrollment in hybrid classes does not reduce their financial award.
 - 3. Federal funding changes annually, which affects the Veteran student's financial award. Veteran students are informed of award changes in person when meeting with their Veteran counselor.
 - B. International Students
 - 1. Banner restricts enrollment in DE courses for international students. If an international student desires to enroll in a DE course, the student must meet, in person, with a counselor, to register for the class.
 - 2. Even though enrollment restrictions in DE courses are not clearly stated on the PCC International Students' webpage, the inclusion of this information does not appear to be necessary at this time as these students receive enrollment

advice and help from counselors.

VI DE Recommendation 108.1 – Office/Conference Hour and Recommendation 109.1 Course Load

- A. Recommendation 108.1 – This recommendation is an addendum to Recommendation 108, which includes FA contract (prior contract) language, specific to office hour requirements.
 - 1. Questions
 - a. Do office hours have to have a set time throughout the semester? Follow up needed.
 - b. Can office hour times change weekly? Follow up needed.
 - 2. FA is currently negotiating the next contract. – Can Rec 108.1 be negotiated as part of the next contract?
 - 3. Sharon and Rhea to meet with Paul Jarrell to discuss Rec 108.1 and Rec 109.1. Follow up.
- B. Recommendation 109.1 – This recommendation is an addendum to Recommendation 109, which includes previous FA contract language regarding a faculty member's DE course load.
- C. Next step – Recommendations mentioned as Public Comment at the next CAPM meeting – 1/27?

VII DE Subcommittee UPDATES:

- A. Hybrid Scheduling Solutions: Sharon, Claudia, and Sonia
 - 1. Researching scheduling policies at other community colleges, more information to follow.
 - 2. Block Scheduling Suggestion – Identify hybrid as percent face-to-face time needed: 10%, 20%, 50%, etc. to determine the percentage of classroom time needed.
 - 3. C & I – Hybrid courses will be coded differently based upon the number of face-to-face hours required. (Also coded in Banner.)
 - 4. Guidelines for writing new DE Recommendations – Follow original format: Rationale, Recommendation, Resources.
- B. DSPS DE Issues: Katie, Rhea - Alex Marsowitz to attend future meetings as Member ex officio, non voting member
- C. Model Course Template Review: Rhea, Mark, and Tammy – Follow up with Susan Roig every 3rd Monday of the month.
- D. Regular Effective Contact (REC) and DE Rec #107: Katie, Maria, and Sharon
 - 1. Researching and reviewing other college's REC Policies. Many colleges reference MSJC's REC Policy.
 - 2. How do we want to define REC at PCC? Suggestions of REC presented: email, discussion boards, chat rooms, face-to-face meetings, phone calls, video conferencing (CCC Confer, Skype?), social networking sites, blogging, text messaging, etc.. More information to follow.

3. Do we want the PCC policy to include a specified number of hours as suggested by other colleges?
4. How much time does an Accreditation team look for when reviewing a course for REC? An example of the Carnegie unit for REC: 3 units course could translate to 3 – 9 hours of REC per week. (Follow up with Katie.).
5. Checking the Canvas Inbox does accrue time for REC.

The meeting was adjourned before the following agenda items were addressed:

- VIII DE Recommendation #107 & LGI Recommendation Development -
- IX DE Recommendation #115
- X Plan for Future Meeting

Next Meeting: Tuesday, February 1st, C218.