

DRAFT Distance Education Committee Minutes

Tuesday, February 16th, 2016

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Valerie De Carvelho, Katie Datko, Xiaodan Leng, Rhea Presiado, Asher Shamam, Sonia Wurst

Guests: Alex Marositz

- I Lunch and Hospitality - 12:00 pm
- II Call to Order - 12:10pm
- III Approval of Meeting Minutes – Since quorum was not reached, approval of February 2nd minutes moved to March 1st meeting. The following corrections/additions were made to the February 2nd minutes:
 - A. Item V - (Correction) Katie attended the ASCCC conference not a TechEdge conference.
 - B. Item VIII – (Additions)
 - 1. In addition to the “new” syllabus language informing DSPS students of accommodations, the agreed upon paragraph header is “Students with Disabilities” rather than the previous header, “Special needs.”
 - 2. Include the abbreviation (ADA) after Americans with Disabilities Act.
 - 3. Include parentheses around the phone number area code: (626).
 - 4. Discussion – Does the use of the “new” language of this paragraph on all course syllabi require a vote? Do we need to write a new Recommendation?
 - C. Item VIII. B. 3. a. – (Correction) Change the specific LMS “Canvas” to LMS.
 - D. Item VIII. B. 3. b. – (Addition) Request for course access by DSP&S personnel to assist students with technology (accommodation) issues related to assignments.
- IV Public Comment - None
- V DE Department Update -
 - A. Model Course Templates – These “templates” are Canvas “interfaces” rather than “templates”. They will be available soon.
 - B. Professional Development
 - 1. The DE department (Katie) is designing in house training similar to the @One courses.
 - a. Discussion regarding the negative impact of “in house” training for adjunct faculty. PCC professional

development courses may not satisfy adjunct faculty professional development needs at other institutions.

- b. Discussion – We probably need to update Recommendation 104 - Distance Education Technology Literacy and Readiness for Faculty to include PCC in house training. (Rec 104 approved 2009).
- c. Discussion of the new 12 week (or 14 week) @One Course - Online Education Standards and Practices (OESP), starts 2/22/16. This 12 week intensive course was designed to accelerate the time frame to train and consequently certify faculty to teach online. This is the first time the 12 week course is being offered.
 - i. Investigate “Rank Advancement” using @One Courses.
 - ii. Find out if funding is still available for @One courses.
- 2. Canvas 101/102 – The DE Department will be offering “lunch and learns” to train faculty to use Canvas. Requesting a focus group to help with this training.
- 3. Portfolium – An accessible, free ePortfolio tool for students. Alex will investigate accessibility of this tool and report his findings in a future meeting.

VI DE Recommendation 108.1 (Office Hour Recommendation) and 109.1 (Course Load) Update

- A. 108.1 – Paul Jarrell agreed to move this recommendation forward. Since he is currently working with the FA to update the language of the contract, he agreed to propose this recommendation as an MOU to the current FA contract, with the intention to include this recommendation as part of the next negotiated contract.
- B. 109.1 – After talking with Paul, he voiced his concern about moving Recommendation 109.1 forward without including a recommendation to evaluate a faculty member’s performance teaching a distance education course. The evaluation of the distance education course requires both a Course Evaluation Tool and a Faculty Evaluation Tool.
 - 1. Course Evaluation tool - Prior to the approval of the Course Evaluation Tool, (Draft) Recommendation 115, the DE Committee needs to approve the Recommendation for the PCC definition of Regular Effective Contact, Recommendation 106.1.
 - a. Course Evaluation is an Accreditation issue; therefore, it is important to expedite this recommendation.
 - 2. Faculty Evaluation Tool – Will need to be discussed with the FA. The DE Committee can write a recommendation for the evaluation items within the DE environment, analogous to those in the face to face classroom. (Recommendation 116 – Distance Education Faculty Addendum. (See

Recommendation 112 – Course Quality Best Practices for language, which can be used in the design of the Faculty Evaluation Tool.)

VII DE Recommendation 115 - Xiaodan and Rhea will begin working on writing the updated Recommendations 115 and 116.

VIII DE Subcommittee UPDATES:

A. Hybrid Scheduling Solutions Update –

1. Hybrid courses are offered in the evening at other institutions, which allows more flexibility in scheduling if more classroom space is available in the evenings. Since PCC classroom real estate is an issue, this suggestion probably will not benefit us.
2. Regarding hybrid courses, we may want to revisit Recommendation 103 and update the PCC definition of hybrid, if it has changed since the recommendation was written.

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

B. Model Course Template Review: Rhea, Mark, and Tammy

C. Regular Effective Contact and DE Rec 107: Katie, Maria, and Sharon

IX Plan for Future Meeting

Next Meeting: Tuesday, March 1st, C218.