

# Distance Education Committee Minutes

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Tuesday, March 15<sup>th</sup>, 2016

Members in Attendance: Sharon Bober, Andrzej Bojarczak, Eduardo Cairo, Ken Cheney, Katie Datko, Maria Faccuseh, Xiaoden Leng, Rhea Presiado, Mark Whitworth, Sonia Wurst

Guests: Alex Marositz

- I. Lunch and Hospitality: 12:00 pm
- II. Call to Order: 12:10pm
- III. Approval of March 1<sup>st</sup> meeting Minutes - On Motion to approve minutes – Andrej Bojarczak, seconded by Eduardo Cairo, March 1<sup>st</sup> DE meeting minutes approved.
- IV. Public Comment
- V. DE Rec 110 Regular Effective Contact Draft Discussion & Vote – The committee members discussed and recommended deletions, additions, and changes to the “Rationale, items “1)” , “2)” , and “3)” on the Draft DE Rec 110.
  - A. Rationale – In addition to stated rationale, include citations from current resources to strengthen Rec 110.
  - B. “1) Types of Interaction”
    1. Delete “online office hours” in the second line and “etc.” at the end of the paragraph.
    2. Addition - Include “individual and group messages,” after “regular course announcements.”
    3. Change “CMS” to “LMS.”
  - C. “2) Duration and Frequency, b)”
    1. Delete/Change “be distributed over the course of the instructional week” to “follow the Communication Policy as stated in the course syllabus.”
    2. Additon – “to ensure quality instruction” following the statement, “ as appropriate for the course.”
    3. Include an example as a further explanation at the end of the paragraph: “In other words, if a 16-week, 3-unit course requires 3 hours of face-to-face lecture and/or classroom activities, the online or hybrid instructor should spend a minimum of three hours per week interacting with students.”

With these changes, “2b” reads: “Instructor contact with DE students must follow the Communication policy as stated in the course syllabus and must occur as often as appropriate for the course to ensure quality instruction. In other

words, if a 16-week, 3-unit course requires 3 hours of face-to-face lecture and/or classroom activities, the online or hybrid instructor should spend a minimum of three hours per week interacting with students.”

- D. “2) Duration and Frequency, c)” - Change the article, “the” in the phrase “the communication policy” to “a” to become “a communication policy.”
- E. “3) Interrupted Contact, a)” – Delete the last sentence, “In the event ...”

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

**VI. DSPS Representative LMS Role Discussion & Vote**

Recommendation

The Distance Education Committee Recommends: Improved procedure for DSPS Representatives to assist DSPS students with accommodations. A FERPA compliant DSPS “Advocate Role” be added to each Distance Education course LMS shell with student and faculty notification.

**VII. Plan for Future Meetings**

**VIII. Adjourn**

Next meeting: Tuesday, March 29<sup>th</sup>, C218