

Distance Education Committee

Minutes

May 12, 2009

Committee Attendees: Sandra Haynes, chair, Sharon Bober, Ken Cheney, Regina Fernandez, Shelley Gaskin, Krista Goguen, Manuel Perea, Elizabeth Polenzani, Sonia Wurst

Guests: Denise Romero, Health Sciences, Carole Robinson, Academic Support, Jason Bettrue, Academic Support.

1. **Announcements and updates:** Chair Sandy Haynes welcomed committee members and called the meeting to order.

- Sandy thanked everyone for their hard work over the past college year, and the committee in turn thanked Sandy for her hard work and dedication this past year.
- Ken Cheney indicated that the committee might consider determining where the college stands in terms of planning for long-term computing infrastructure on the campus as a result of the meetings with Strata Information Group consultants last fall, and that we note that instructional needs should be considered.

2. **Old Business**

- From the Office of Academic Support, the committee welcomed Jason Bettrue and Carole Robinson, who reviewed the agenda and plans for the inaugural *Distance Education Boot Camp*, which will be held June 24-26 and will accommodate 20 instructors. Both full-time and adjunct faculty can enroll. Enrollment information will be available shortly via the Campus Bulletin.
 - Jason talked about Creative Commons and their participation in the three-day event.
 - All participants will have a shell and will be able to create content for their own course.
 - All the committee members expressed (wild) enthusiasm for getting this training in place; Faculty members have been requesting this type of training.
- Sandy announced that the Student Survey on Academic Integrity and Authentication has been out for three weeks. Thirteen hundred surveys were sent out, and about 250 have been received. Sandy will remind Division Deans to encourage faculty to submit the survey.

Ken complimented Sandy for making substantial changes to the survey based on the input of the committee.

- Jason announced that there would be one more Learn and Share workshop this semester. Discussion was held about the continuing plan for these successful workshops for the next college year. Shelley suggested that we consider one Learn and Share workshop per semester to be held in the evening to accommodate adjunct faculty.

3. New Business:

- Sandy detailed her meeting with Bob Miller and Jim Bickley regarding Distance Education Policy and Procedure items that the committee needs to address as a result of the WASC accreditation report.
 - Sandy proposes to work with the Office of Academic Support over the summer, along with willing members of the committee, to begin to draft Policies and Procedures. This work will involve reviewing DE Policies and Procedures already in place at other community colleges that have successful, robust programs, as well as reviewing recommendations from the Chancellor's Office.
 - It will be the goal of the committee, for the next college year, to review and revise the list of recommended Policies and Procedures and present them to the Academic Senate for approval. Krista indicated that we should consider a recommendation to the administration to move forward to approve the Policies and Procedures already presented to and approved by the Academic Senate, and not wait for extended union negotiations. It was agreed that the committee has worked in a collegial manner to represent the faculty in DE matters, and has worked with the Academic Senate leadership to move policies forward, and that further delays are not in the best interests of students or faculty.
- Regarding DE Committee Leadership for the coming year, 2009-2010, the Committee members who were present supported the continuing leadership of Sandy Haynes as DE Committee Chair.

The next meeting is scheduled for September 8, 2009 at 12 noon, room TBA.

Shelley Gaskin

Revised by S. Haynes