

## **Distance Education Committee**

### **Minutes**

**December 8, 2009**

**Committee Attendees:** Sandra Haynes (VAMS), chair, Sharon Bober (Mathematics), Andrzej Bojarczak (Languages), Regina Fernandez (DSPS), Shelley Gaskin (B&CT), Krista Goguen (Library), Boglarka Kiss (Performing and Communication Arts), Elizabeth Polenzani (B&CT), Alicia Vargas (B&CT), Sonia Wurst (B&CT).

**Guests:** Jim Bickley (Academic Senate), Carole Robinson (Academic Support).

#### **I. Welcome and Introductions**

- Chair Sandy Haynes welcomed committee members and guests.
- The minutes from the November 10, 2009 meeting were read and approved.

#### **II. DE Updates**

- Recommendation 104 – Distance Education Technology Literacy and Readiness was presented by Sandy Haynes to the Academic Senate on November 24, 2009. The Senate Board voted to approve Recommendation 104 at the December 7 Academic Senate Meeting. At the same Academic Senate meeting in December, Sandy presented Distance Education Form D revision Recommendations 105 and 105D. The Senate will vote on these two recommendations after they are reviewed by the C&I Committee in February 2010.

#### **III. Continuing Business: Accreditation Task Force Documents**

Sandy detailed some concerns about the contradictory language in the previously approved Recommendation 103– Distance Education Delivery Modalities definitions specifically for a "Hybrid" course.

Language from the first list of definitions of modalities formulated by the DE Committee in 2007 was continued for the definition of hybrid. Hybrid was described as a course in which 51% or more of the course is delivered online. This definition is incorrect and we want to change the language so it reflects the State definition. The Committee decided to eliminate a specific percentage and indicate that online activities would replace some face-to-face time. This revision will be called Recommendation 103R– Revised Definition of Hybrid. A motion to accept the change was made by Krista Goguen and seconded by Alicia Vargas. Motion passed.

Sandy proceeded to introduce three additional recommendations that the Distance Education Accreditation Task Force has formulated. It was decided to begin with the less

complex (shorter) recommendations, 107 and 108. The more complex Recommendation 106 – Distance Education Pedagogical Readiness will be presented at the next DE Meeting in March, 2010. Sandy indicated that each recommendation would be discussed, with any suggestions for changes or additions put forth by the committee to be considered and incorporated. Following discussion, a motion to accept the recommendation, as amended or not, and send it forward to the Academic Senate would then be in order, followed by a second and any additional discussion.

**1. Recommendation 107: Distance Education Class Size (Course Cap)**

A recommendation regarding Online Class Size was formulated and initially approved by the DE Committee in April 2008. The new recommendation is more detailed but reconfirms the course cap number previously recommended. After discussion, the rationale was accepted, 1a agreed upon, 1b had one paragraph moved and one deleted. The recommendation was rewritten so that the maximum enrollment does not exceed the class size for face-to-face classes offered on campus. The preferable cap is 30. Alicia Vargas made a motion to accept the revised recommendation; Shelley Gaskin seconded. The motion passed as amended and will be sent to the Academic Senate.

**2. Recommendation 108: Distance Education Office Hours**

There was discussion about the language in the rationale regarding office/conference hours and shared governance. That paragraph was deleted. With some minor changes, the recommendation was approved with Sonia Wurst moving to accept and Boglarka Kiss seconding.

Sandy thanked the committee for their willingness to hold an additional meeting at the end of the semester. Their hard work is helping to move these important policies and procedures forward. The meeting was adjourned.

The next scheduled meeting is Tuesday, March 9, 2010.

Submitted by Shelley Gaskin

Revised by Sandy Haynes