

Distance Education Committee

Minutes

November 24, 2009

Committee Attendees: Sandra Haynes (VAMS), chair, Sharon Bober (Mathematics), Andrzej Bojarczak (Languages), Ken Cheney (Natural Sciences), Regina Fernandez (DSPS), Shelley Gaskin (B&CT), Krista Goguen (Library), Elizabeth Polenzani (B&CT), Asher Shamam (Mathematics), Alicia Vargas (B&CT), Sonia Wurst (B&CT).

Guests: Bob Miller (Educational Services), Carole Robinson (Academic Support), Joe Futtner (C&I), Dave Uranga (Social Sciences).

I. Welcome and Introductions

Chair Sandy Haynes welcomed committee members and guests.

II. DE Updates

Sandy Haynes reported that Distance Education policy recommendations 101, 102, and 103 were approved by the Academic Senate on November 23. The Senate will now review recommendation 104 for consideration and approval.

III. Open Discussion

There was some discussion about parts and details in Recommendation 104 that might be considered too demanding of faculty. The Committee agreed that the recommendations can be revisited and that we are striving to achieve basic standards in order to comply with WASC Accreditation as well as the recommendations, guidelines, and laws of the Association of California Community Colleges, the State Academic Senate, and California and U.S. Departments of Education.

IV. Continuing Business: Accreditation Task Force Documents

Sandy reminded the Committee 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 105 and 105-D: Rationale to Revise Form-D and the Revised Form-D.

Sandy read through the rationale for revising Form-D, (Recommendation 105) the addendum that faculty must submit in the process of getting an online course through C&I. The Committee agreed that the present Form-D should be revised. There was discussion and agreement about a part of the recommendation that stated that a member of the DE Committee should be named as a permanent, voting member of the C&I Committee. Regina updated the Committee on a new California state law (AB386) on accessibility. This information will be added to the Accessibility/508 compliance section of the new Form-D. When discussion about the contents of Recommendation 105 was completed, Alicia Vargas moved to accept the recommendation; Krista Goguen seconded and the motion passed. As amended, Recommendation 105 will be sent forward to the Academic Senate and C&I.

Discussion proceeded on the actual Form-D Revision, called Recommendation 105-D. Sandy informed the Committee that only two additional sections were added to the form, but that the other sections from the "old" Form D have been elaborated upon in order to help the instructor to understand what information is needed and why. The Committee studied each section, asking pertinent questions that were answered by Sandy, Carole Robinson and Bob Miller. Joe Futtner advised on a number of C&I issues regarding course proposal and C&I procedures, which led to additional revision or clarification of the "new" Form D. For each section, the Committee revised, and all agreed upon the revisions. Sandy called for a motion to accept Recommendation 105-D, the revised Form-D. Alicia Vargas motioned and Sonia Wurst seconded and the motion passed as amended. As amended, Recommendation 105-D, the "new" Form D will be sent forward to the Academic Senate and C&I.

Sandy thanked the Committee and encouraged members to send any additional thoughts or feedback on the recommendations.

The meeting was adjourned.

The next scheduled meeting is Tuesday, December 8.

Submitted by Shelley Gaskin

Revised by Sandy Haynes