

# Distance Education Committee

## Minutes

April 6, 2010 – C225

**Committee Attendees:** Sandra Haynes (VAMS), chair, Lilly Benedict-Crisman (DSPS), Regina Fernandez (DSPS), Shelley Gaskin (B&CT), Krista Goguen (Library), Elizabeth Polenzani (B&CT), Alicia Vargas (B&CT).

**Guests:** Jim Bickley (Academic Senate), Robert Miller (College Accreditation Officer) (Dr. Carole Robinson (Academic Support), Mark Sakata, (DSPS).

### I. Welcome and Introductions

Chair Sandy Haynes welcomed committee members and guests.

### II. DE Updates

In an earlier meeting about DE issues with Dr. Allen Dooley, S. Haynes inquired again about the student/faculty information tabs that are still missing from the Blackboard/CE8 login page. Jason Bettrue is working on this issue.

### III. Continuing Business

S. Haynes updated the Committee on what she presented to Academic Senate on March 29, 2010:

- Student Academic Integrity and Authentication Survey Analysis  
<http://www.pasadena.edu/de/documents.cfm>
- **Recommendation 106: Distance Education Pedagogical Readiness for Faculty** was approved by the Academic Senate.
- **Recommendation 107: Online Class Size (Course Cap)** and
- **Recommendation 108: Conference Hours** were both sent on to the Faculty Association for negotiation.

A. Vargas asked if the Faculty Association had responded yet to recommendations already sent forward. S. Haynes replied that there was no word, but Martha Bonilla of the Faculty Association had been sent Recommendations 107 and 108.

K. Goguen gave an update on the status of the new Form-D, (Recommendation 105D). The C&I Committee is close to approval and the form will be forwarded and entered in WebCMS. K. Goguen stated that Ed Martinez (C&I, Counseling Articulation Specialist) suggested that definitions in Instructional Design and Delivery be removed since they are found elsewhere and this helps to shorten the form a bit. The Committee agreed.

Discussion turned to the added responsibilities of the DE Chair on the C&I Committee, as a permanent member. The DE Chair should perhaps be given release time or reassigned time to take on the extra workload that is evolving regarding this Academic Senate chairmanship. S. Haynes will write a recommendation to that effect and present it to the DE Committee soon.

## Accreditation Task Force Documents

1. The Committee took up **Recommendation 110: Regular Effective Contact**

**Definition.** Aside from the state Title 5 requirement, each school is expected to further define the meaning of regular effective contact at the local level so that it can be quantified by the state.

A. Vargas expressed concern that the language was too specific. C. Robinson indicated that this language would be part of a distance education handbook. Alicia reiterated that this is not a policy. B. Miller indicated that we are specifying for now, but things may change. There was a discussion about whether the Faculty Association or the Academic Senate would support any type of checklist. K. Goguen made a motion that the revised Recommendation 110: Regular Effective Contact, with the clarification that these are guidelines, be approved by the Committee and sent forward to the Academic Senate. S. Gaskin seconded. The motion passed.

2. **Recommendation 109: Teacher Load** was brought to the table a second time, with a heated discussion ensuing.

There was strong disagreement about all parts of the recommendation and the Committee could not come to an agreement on any part. S. Haynes again tabled Recommendation 109 until the next meeting.

The meeting was adjourned.

**The next meeting is an additional meeting scheduled for Tuesday, April 27, 2010.**

Submitted by Shelley Gaskin

Revised by Sandy Haynes