

Distance Education Committee

Minutes

April 27, 2010 – Library Terrace Room

Committee Attendees: Sandra Haynes (VAMS), chair, Andrzej Bojarczak (Languages), Regina Fernandez (DSPA), Shelley Gaskin (B&CT), Krista Goguen (Library), Tammy Knott-Silva (Kinesiology, Health, and Athletics), Elizabeth Polenzani(B&CT), Alicia Vargas (B&CT), Sonia Wurst (B&CT).

Guests: Dr. Carole Robinson (Academic Support).

I. Welcome and Introductions

Chair Sandy Haynes welcomed committee members and guests.

II. DE Updates

S. Haynes informed the Committee that she has been advised that a two-year contract extension has been signed with the LMS Blackboard/WebCT, which goes through 2012. Dr. Allen Dooley has been asked to come to the next meeting to update the Committee on the LMS commitment.

III. Old Business

S. Haynes updated the Committee on what she presented to the Academic Senate on April 12, 2010:

- **Recommendation 110: Regular Effective Contact Definition** was presented to the Academic Senate. The definition of regular effective contact for DE courses provides guidance about how an online course design can achieve compliance with requirements in the required Distance Education Addendum Form D. The Senate will vote on whether to accept this recommendation at their next meeting.
- K. Goguen indicated that the DE Committee revised C&I Form D was voted on by the C&I Committee and passed.

IV. Open Discussion

R. Fernandez indicated that on May 7, 11, and 14 Jason Bettrue, DE Web Specialist, will be teaching three classes in the New Media Center. They are Introduction to Blackboard, Plagiarism and Turnitin.com, and Introduction to Adobe Photoshop CS3. The announcement went out in one Campus Bulletin and some on the Committee were unaware of these offerings.

V. Continuing Business

Accreditation Task Force Documents

1. **Recommendation 109: Teacher Load** was brought to the table a third time. S. Haynes indicated that she had received some compromise feedback from Business

Division faculty members regarding the recommendation, since the last meeting that will allow the recommendation to move forward if all Committee members agree. K. Goguen proposed some clarification changes to the basic organization of the recommendation. S. Bober from the Math Division had emailed S. Haynes indicating that because some math courses are six units, that 67% would be a better percentage to work with than 60%. The Committee agreed to using a comparable fraction of 2/3 (two-thirds) of a load could be taught online. After some additional discussion and agreement on changes based on the above feedback, A. Vargas motioned, and A. Bojarczak seconded to approve and move Recommendation 109 forward to the Academic Senate. The “yes” vote was unanimous.

2. S. Haynes then introduced **Recommendation 110: Intellectual Property Rights and Copyright**. Both WASC and the Chancellor’s Office of the CCCs identify copyright and fair use issues in relation to distance education as areas of policy that should be addressed. K. Goguen indicated that the recommendation should include both *faculty development of course material (faculty intellectual property rights/ownership) and also faculty and student use of copyrighted materials*. There was additional discussion about implications of the Teach Act as well as the importance of obtaining prior written consent from the publisher to use material in an online course. The Committee agreed that the District was responsible for crafting a copyright policy along with the input of stakeholders, and that the responsibility of students should be added to the three-part recommendation. Based upon the agreement on changes, L. Polenzani motioned and T. Knott-Silva seconded that Recommendation 110: Intellectual Property Rights be approved and sent forward to the Academic Senate. The “yes” vote was unanimous.

The meeting was adjourned.

The next meeting is scheduled for May 4.

Submitted by Shelley Gaskin

Revised by Sandy Haynes and Krista Goguen