

# **Distance Education Committee**

## **Minutes**

**December 9, 2008**

**Committee Attendees:** Sandy Haynes, chair, Sharon Bober, Lily Benedict-Crisman, Ken Cheney, Regina Fernandez, Shelley Gaskin, Krista Goguen, Barbara Griffith, Boglarka Kiss, AC Panella, Manny Perea

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

- S. Haynes made a presentation to the Academic Senate on December 1 that was very well received by all the members. She explained the continuing and new goals and mission of the committee, and then demonstrated the new PCC DE Committee web site. Go to <http://www.pasadena.edu/staffservices/> and click on Distance Education Committee to view the site.
- The Committee is moving forward with discussions that will lead to a recommendation to Dr. J Jacobs regarding the issue of authentication of students in online courses.
- Regina Fernandez is researching to see what others have done.
- Sandy and Regina will meet before the end of the year to begin to draft a survey to send to instructors regarding the issue of authentication
- Clarification is needed to understand the requirements of authentication because we already have a secure log in and academic integrity in course design.
- C. Robinson has created a special link to information on authentication on the home page of her CE6 Overview Information Collection site on Bb/CE6.
- @ONE will be conducting Winter Institutes, January 13-15 at Costa Mesa College. Faculty development opportunities such as these are posted on our new web site. Click on News and Events.
- Please send FAQs to S. Haynes for the web site.
- Currently there is no search capability on the web site.

2. **Open Discussion:** J. Bettrue sent an email for Winter 09 course shell requests. Discussion was held regarding when faculty should get these requests and how far in advance the shells can be provided. If shells are needed sooner, faculty should let Jason know.

### 3. **Sub committee work:**

Members split into subcommittee groups for discussion:

- **Online Faculty Evaluation document:** Led by Manny Perea, the members reviewed the following documents:
  1. Faculty Review of Professional Performance (Self Evaluation Guided Questions)
  2. Review of Professional Performance (Teaching Faculty Worksheet)
  3. Faculty Summary Evaluation Report
  4. Review of Professional Qualities and Contributions Form
  5. Collaborative Evaluation Report

Members agreed on the appropriateness of all these documents, without changes, to be used for online teaching evaluations. S. Haynes will move forward with a recommendation to the Academic Senate.

- **DE Professional Development:** Led by Sharon Bober, members brainstormed to come up with ideas for the distance education 3-day workshops planned for June 23, 24, and 25, 2009. Sharon will compile a list ideas and recommendations based on this session and Sandy will present our recommendations to the Office of Academic Support.

**Next meeting:** March 10, 2009 (No meetings during the Winter Intersession)

Shelley Gaskin

Revised by S. Haynes