

DISTANCE ED COMMITTEE

February 19th, 2021

10:15am – 11:45am

Zoom meeting

Minutes

1. Call meeting to order at 1016am
2. Approval of the Agenda motion by Charlie/Mary. Approval by unanimous consent.
3. Approval of the Minutes from November motion by Charlie/Janet. Approval by unanimous consent.
4. New chair for Fall 2021. Ken announced his decision to step down as chair at the end of this academic year. Reminded all that some division seats will undergo election sometime in April. A new chair election should take place after the division election. Invite the elected to the May meeting for the election of chair starting in August 2021.
5. Umbrella Topics from District DE meeting with Dean Davis. The committee was shown a slide presentation containing DE news and updates from the District.
 - a. DE Staff have a systemic way to help faculty merge course, copy courses, and other services. Advanced planning is

recommended; however, we are assured that last minute faculty changes will be accommodated.

- b. DE survey was sent out at 8am today asking for an evaluation of the DE department.
- c. Shared timeline for faculty to propose DE tech tools or applications. The adoption process involves all three DE college committees to review the proposals, rank them, and submit a final list to the District.
- d. Members of the committee reviewed phone support data. Should the District/college purchase continue 24/7 phone support beyond June 30th? Not able to decide this within committee. Asked of Dean Davis could find out what other CCCs are doing.
- e. Accessibility Teams are ready to help faculty repair/convert documents for online classes. Request form available at DE website.
- f. For the sake of time, the rest of the slides were quickly reviewed. All the information from this presentation may be viewed at https://docs.google.com/presentation/d/1q72p1fa0gb8dfG4v_8hhl4VroVDsB3iGwpjQkDmOCMs/edit?usp=sharing
- g. Final important note is the need to reactivate the certification process for online/hybrid teaching. Currently, many faculty have a temporary certificate that was not awarded through the official training program.

6. Information from D.J. Hawkins, Interim Assistance Director, Instructional Design added to Dean Davis' information that faculty can simply reach out to her office for any help with designing, improvement, or just a look over online courses.

7. Handbook information: Our committee's description will be drafted by Ken and shared with the committee several days before the due date at the end of the month. Upon approval from the committee, it will be sent to Paul O'Connell.
8. Goals in our plan and any updates. Not much movement with our plan. Charlie provided a brief history of how our DE committee came about... mainly for accreditation purposes. Ken added that the current that DE support, policies, and other topics are woven tightly between the District and colleges. There does not exist a pure RCC component of DE. Due to time running out, asked "why are we 3 college committees?"
9. Our meeting schedule currently 3 times a semester. Ken asked the committee to consider changes that would give us more meetings.
10. Other issues: Due to Ken's teaching schedule, the committee meeting time will slide to 10:15 until 11:45am. Next meeting scheduled for 19 Mar with a planning meeting between John and Ken on the 12th.