



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

December 08, 2014

Room 801

2:30 p.m. – 4:00 p.m.

ATTENDANCE

The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.

Members present were Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); Laura Maghoney (AT &B); Sarah Nordin (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)

Absent/Excused: Isabel Anderson (LA); Roger Clague (CTO); Erin Duane (substitute Librarian); Neil Glines (Dean of LA); Julia Kiss (Nurs); Leslie Minor (Dean of SBS); Svetlana Podkolzina (MS); and Sandra Rotenberg (Lib)

1. Adoption of Minutes (11/10/2014)

Adoption of November 10, 2014 Meeting Minutes:

Motion to approve – Sarah; Seconded – Laura; Passed – unanimously.

Dale addressed the DE Agenda and mentioned that he included the meeting dates for next semester. He said the committee would meet on January 26 and February 9, 2015. Other meetings would be determined as needed.

2. Correspondence Course Packet Review Form

Vote for approval. Dale asked for a motion to approve the Correspondence Course Packet Review Form:

Motion to approve – Lauren; Seconded – Lindsay; Passed – unanimously.

3. Committee Review of Correspondence Course Packets

Dale said there is a two-step process in proposing a correspondence course. First a Modification Form is sent to the Curriculum Committee. Dale said the first five or six proposals for correspondence courses have been submitted to the Curriculum Committee. DE will then review the correspondence course packets for each individual course. The first five courses submitted include COUN 7, COUN 55, COUN 83, and MUSC 8.

These first classes will be 10-week pilot classes that will begin sometime in March. Dale did not feel any of the correspondence courses are ready for approval. He felt the submitted packets should be reviewed again in January.

Dale proceeded to show committee members the new DE Committee Shell that will become the Correspondence Courses Shell. He mentioned that all members who are faculty are enrolled in the shell. Correspondence course instructors will be enrolled in the shell later. Course instructors will upload course materials to a folder under files in the shell.

Carol mentioned that there will be a DE Committee Shell where faculty committee members can upload their completed correspondence course packet review forms. The DE shell could also be used as a communication tool between committee members by utilizing the announcement feature. Dale agreed that a DE shell would help members communicate with one another between meetings.

Dale shared his findings of a correspondence course as it related to the requirements in the Correspondence Course Packet Review Form. Dale shared a syllabus from one of the courses and reminded members that instructors have been asked to list his/her last name only on course materials. He pointed out that the form states that a syllabus "must include full details on type and frequency of instructor-initiated contact planned for the course." Dale also mentioned that all instructions should be adapted for a correspondence course. A good example of this would be that there would be no mention of email correspondence between instructor and student.

Dale said committee members could manage the review of correspondence courses the same way as the review for online shells. One person would take the lead and a second member will share in the review process.

4. Committee Review of New Online Courses

Robin shared her findings of the newly submitted online courses, which included shells for CIS 015 (JS), CIS 066 (JS), and CIS 078 (EW). Robin agreed to take the lead position of these shells and confer with Isabel before a final decision is made.

Laura shared her findings for the ECON 001 (MD) shell and agreed to take the lead on the committee's behalf to communicate with the instructor for this shell.

**5. Committee
Review of Online
Pilot Courses**

Sarah shared her findings for the RE 172 (AC) shell and agreed to take the lead on this shell. Sarah will communicate with the instructor regarding two more ideas of instructor initiated contact. Sarah also wants feedback from the second reviewer.

It was decided that all newly proposed online courses will be deferred to the January 26 meeting for a final decision.

Evidence of instructor/student communication and SLO documentation was presented for CJ 053 (JO) giving this course a final status. Dale reiterated that DE Committee members should be added to a shell to evaluate and make a decision on the course, but then members should be removed as quickly as possible.

Lauren asked that Dale go over the process with members again so that everyone is doing the same thing. Lauren found in reviewing the first set of shells that not everyone made notes on the course shell review checklist. Lauren also mentioned that by reentering the course shell review checklist again later, a different color is assigned to an evaluator.

Dale and faculty committee members agreed one person should take the lead in reviewing a course shell along with one other member. The lead reviewer will communicate with the instructor of the course on any issues that may need to be resolved. The lead reviewer would also present the recommended decision to the committee.

Dale discussed the order in which courses should be reviewed by the committee. All newly proposed online and correspondence courses will be reviewed first. Courses with pilot status will be reviewed for potential final status last.

After committee members shared their findings, Dale asked for a motion to approve the following pilot courses with a final status:
Motion to approve – Sarah; Seconded – Mary; Passed – unanimously:

- ACCT 002 (LH) – Final
- BUS 005 (MG) – Final

Dale asked for a motion to approve the following additional pilot courses with a final status:
Motion to approve – Sarah; Seconded – Laura; Passed – unanimously:

- BUS 092 (MG) – Final
- CJ 001 (KK) – Final

Adjournment

The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for January 26, 2015, in Room 801 from 2:30 p.m. – 4:00 p.m.