



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

February 13, 2017

Room 811

2:30 p.m. – 4:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
2. Roll Call	<p>Members present were Erica Beam (AT&B); Erin Duane (lib); Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Sandy Lamba (Dean of SBS); Scott Ota (IT); Svetlana Podkolzina (MS); Barbara Villatoro (MS)</p> <p>Sarah Nordin requested today's agenda be amended to include some information provided by Erica Beam and Carol Zadnik.</p>
3. Approval of Agenda (2/13/17)	<p>Sarah asked for a motion to approve the amended agenda.</p> <p>Adoption of February 13, 2017 DE Agenda:</p> <p>Motion to approve – Glenn Keyser; Seconded – Winifred Hunton-Chan; Passed – unanimously.</p>
4. Public Comments	<p>There are no public comments.</p> <p>The meeting began with Erica speaking about a mock review that another college did with regard to their DE courses in preparation for accreditation. She told members she would send them the link to "<i>Show your (DE) Stuff</i>," which is an archived 3C Media Solution video about the topic. Erica liked this idea and wanted to know how committee members felt about doing something like this for Flex Cal in the spring. She said this workshop would allow instructors to voluntarily open his/her course and have a member from the DE committee review it and offer suggestions on anything noticeable that needed to be modified to meet accreditation standards.</p>

Carol said she had received an email from LaNae Jaimez regarding Spring Flex Cal workshops. Sarah suggested Erica's idea be submitted as an option. Lauren mentioned that she would do a workshop based on the Online Teaching Conference that she had previously attended in June 2016. Erica said she would organize her workshop for March. Sarah, Glenn, Laura, Winifred, Lauren, and Carol volunteered to participate in Erica's workshop. Carol said she would pass all the committee member names interested in participating in Spring Flex Cal onto LaNae Jaimez.

5. Course Shell Reviews

Committee members proceeded to discuss course shell reviews.

RE 164 (AC)
MGMT 191 (MG)
KINE 020W (CB)
BUS 092 (LS)
OT 101 (JL)
PLSC 001 (KR)
ENGL 004 (JS)

Faculty members who reviewed the shells listed above recommended the courses be approved as Final.

ENGL 002 (IA)
The shell listed above is deferred to the DE meeting on February 27.

MATH 011 (TG)
CDFS 040 (TS)
CIS 001 (ZC)
SOC 001 (TJ)
HED 003 (SS)
ENGL 001 (ML-R)

Faculty members who reviewed the shells listed above recommended the courses be denied approval.

Sarah Nordin called for a motion to accept all recommendation on course shell reviews listed above.

Motion to accept decisions - Erica Beam; Seconded – Glenn Keyser;
Passed – unanimously.

6. New Course Shell Review Assignments

The following committee members agreed to review the shells listed below:

KINE 005C (KM) Robin & Laura
ENGL 002 (ML-R) Glenn & Winnifred

**7. Pilot (Provisional)
Course Shell
Review
Assignments**

ENGL 002 (IA) Glenn & Winnifred
RE 172 (AC) Erica & Laura
MKT 174 (PC) Sarah & Laura
MUSC 013 (KK) Sarah & Glenn
ENGL 002 (BH) Glenn & Winifred
LR 010 (AL) Erin & Winifred
PSYC 020 (SC) Mary & Lauren
LR 010 (AR) Erin & Winifred
OT 064 (JL) Erica & Sarah
ACCT 001 (EB) Laura & Lauren
LR 010 (TM) Erin & Winifred
BUS 018 (MD) Erica & Lauren
THEA 010 (CS) Mary & Glenn
OT 059 (JL) Robin & Elizabeth

8. Adjournment

Sarah asked for a motion to adjourn the meeting.
Motion to adjourn – Erica Beam; Seconded – Robin Sytsma.
The meeting was adjourned at 4 p.m. The next meeting is scheduled for
February 27, 2017 in Room 811 from 2:30 p.m. – 4:00 p.m.