



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

October 10, 2016

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	Members present were Michelle Arce (SBS); Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (substitute LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech) Absent/Excused: Isabel Anderson (LA); Erin Duane (Lib); Glenn Keyser (LA); Lindsay Padilla (SBS); and Jeff Young (substitute Counselor)
3. Approval of Agenda (10/10/16)	Sarah asked for a motion to approve the agenda. Adoption of October 10, 2016 DE Agenda: Motion to approve – Svetlana Podkolzina; Seconded – Elizabeth Freed; Passed – unanimously. Lauren Taylor-Hill asked that the DE Meeting Minutes for September 26 reflect that she was asked by committee members to review the PLSC 001 (DC) course shell. Correction made in the September 26 DE Meeting Minutes.
4. Approval of Minutes (9/26/16)	Sarah asked for a motion to approve minutes. Adoption of September 26, 2016 Meeting Minutes: Motion to approve – Lauren Taylor-Hill; Seconded – Laura Maghoney; Passed - unanimously.
5. Public Comments	There are no public comments.
6. Guests	Guest present was Erica Beam to share <i>Trello</i> with committee members.

7. Discussion/Action Items

Recommendations of duties for DE Coordinator. Erika introduced *Trello* as a software that can be used to organize thoughts, to do lists, or display a graphical representation of work flow. It can be used to assign different tasks to different people. Erika said the committee could come up with ideas as she transposes them in *Trello*, and then those ideas could be dragged and dropped under the job title that committee members feel the task is appropriate for.

Committee members reviewed the DE Coordinator, Instructional Designer, and the DE Technician job description. There was much discussion about which tasks should fall under the DE Coordinator job description and which should fall under the Instructional Designer job description.

Committee members also discussed the DE Coordinator position and the Committee Chair position. Sarah mentioned that the person who serves as the Chair of the committee does not receive release time for that position. Committee members came to a consensus that the DE Coordinator should also serve as the Chair for the DE Committee. Committee members will continue discussions on these topics at the next meeting.

8. Course Shell Reviews

LR 010 (TM)

LR 010 (MV-B)

The shells listed above were not ready for review and are deferred to a later date.

PSYC 020 (SC)

PLSC 001 (DC)

Faculty members who reviewed the shells listed above recommended the courses be approved with a pilot status.

Faculty members accepted the recommendations for the shells reviewed and listed above. Sarah Nordin will contact the instructors to advise them of the course shell review decision and any recommended changes.

9. New Course Shell Review Assignments

Sarah asked for two volunteers to review each new course shell submitted. Lauren volunteered to review the ANTH 002 (NW) course shell. Winifred volunteered to review the LR 010 (AR) and LR 010 (JD) shells. Mary said she would review one of the LR 010 shells, and Barbara volunteered to review the other one. Laura and Robin will review the ENG 001 (WH-C) course shell. Svetlana and Sarah will review

the MUSC 008 (KK) shell. Robin and Sarah volunteered to review OT 066 (JL). Laura said she would review OT 064. The committee asked that Mary review OT 064 (JL). Michelle will review ANTH 002 (NW).

10. Adjournment

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Barbara Villatoro; Seconded – Robin Sytsma.

The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for October 24, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.