



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

October 24, 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); Erin Duane (Lib); Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (substitute LA); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); 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); Laura Maghoney (AT&B); Lindsay Padilla (SBS); and Jeff Young (substitute Counselor)
3. Approval of Agenda (10/24/16)	Sarah asked for a motion to approve the agenda. Adoption of October 24, 2016 DE Agenda: Motion to approve – Elizabeth Freed; Seconded – Mary Gumlia; Passed – unanimously.
4. Approval of Minutes (10/10/16)	Sarah asked for a motion to approve minutes. Adoption of October 10, 2016 Meeting Minutes: Motion to approve – Dean Lamba; Seconded – Glenn Keyser; Passed - unanimously.
5. Public Comments	There are no public comments.
6. Guests	Guests present were Erica Beam, Michael Wyly, and Nazia Mostafa.
7. Discussion/Action Items	Recommendations of duties for DE Coordinator. Committee members finalized the list they compiled of DE Coordinator responsibilities and duties. Members then discussed and listed an estimated time needed for a DE Coordinator to carry out each of the listed duties. Committee members concluded that the DE Coordinator position should be posted

as a 30 percent release time position with someone additionally assigned to do special projects. Erica recorded the committee member's suggestions using Trello, which she will forward to Sarah.

Sarah Nordin called for a vote to approve the proposal to request from administration that the DE Coordinator/Committee Chair position be posted at 30 percent release time.

VOTE: MOTION TO APPROVE PROPOSAL

Michelle Arce	YES
Erin Duane	YES
Elizabeth Freed	YES
Mary Gumlia	YES
Winifred Hunton-Chan	YES
Glenn Keyser	YES
Dean Lamba	YES
Svetlana Podkolzina	ABSTAIN
Robin Sytsma	YES
Lauren Taylor-Hill	YES
Barbara Villatoro	YES

(0) NO (10) YES (1) ABS MOTION PASSED

Sarah will forward the results of the list along with the committee's decision to Michael Wyly. Michael Wyly will share the information with the Superintendent-President Celia Esposito-Noy, Ed.D. and Mary Jones, who is Interim Vice President of Human Resources.

Policy for pilot courses. Michael Wyly and Sarah Nordin both agreed that a policy needs to be established with procedural language for courses that are approved with a pilot status. Sarah said the language needs to include how many times a pilot can be renewed as a pilot. Michael said the policy should include what is to be done when an instructor's pilot does not meet the standards for final approval. Sarah suggested she and Michael meet to go over the language for a pilot shell approval policy. She said she would then bring the results to the next meeting for committee members to review.

Barbara asked if the committee could have a motion to focus on what the guidelines and timeline should be for pilot courses as well as their approval process at the next DE meeting.

Sarah Nordin called for a motion to focus on pilot guidelines, timelines, and the approval process for the next DE meeting.

Motion to focus on pilots – Barbara Villatoro; Seconded – Winifred Hunton-Chan; Passed – unanimously.

Training for new course shell reviewers. Sarah said the training for new reviewers would have to be postponed until the Spring 2017 semester due to time constraints. Sarah invited Nazia Mostafa to come back next semester for training.

8. Course Shell Reviews

Committee members proceeded to discuss the course shells they reviewed.

LR 010 (AR)

OT 064 (JL)

OT 066 (JL)

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

LR 010 (JD)

ANTH 002 (NW)

ENGL 001 (WH-C)

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

MUSC 008 (KK)

Faculty members who reviewed the shell listed above recommended the course be denied approval.

There was a motion to accept all recommendations on course shell reviews listed above.

Motion to accept decisions – Winifred Hunton-Chan; Seconded – Michelle Arce; Passed – unanimously.

9. New Course Shell Review Assignments

Sarah Nordin asked for volunteers to review the new LR 010 and ENGL course shells. Winifred said she would review all the LR 010 and ENGL shells. Erin volunteered to be a second reviewer on the LR 010 shells. Sarah said she would review the MUSC 005 shell. Barbara volunteered to review the ACCT 001 shell. Committee members requested that Mary be asked to review the COUN 007 shell, and Laura be asked to review the ACCT 001 shell as well as COUN 007. Robin volunteered to review the NURS 064 shell, and Elizabeth said she would help with it. Svetlana volunteered to help Sarah review the MUSC 005 shell.

10. Adjournment

Committee members asked that Lauren review the ENGL 001 shell and Glenn be asked to review the ENGL 004 shell.

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Robin Sytsma; Seconded – Elizabeth Freed.

The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for November 7, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.