

## Distance Education (DE) Committee

November 20, 2020

10:00am – 11:30am

Zoom Meeting

### Approved Minutes

1. Call meeting to order. Call meeting to order. Meeting called to order at 10:01 a.m. Attending: Kenneth Cramm (STEM) Elena Kobzeva (LHSS), Charlie Richard (Fine/performing arts), Janet Lehr (CTE), John Adkins (co-chair), Lupe Delgadillo (CLAS). Mary Fehn (Nursing).
2. Approval of the Agenda: By consent.
3. Approval of the Minutes from October: By consent
4. Email from Dean Davis about technology for purchase: Dean Davis spoke to this issue and the procedure that accepts faculty suggesting for technology. Membership found no part to change. 3C Media extension is in the future by this technology is not part of the DE District budget.
5. AP 2105 report

modifications. Details are part of the Senate minutes of that day (11/2/2020). This AP sparked conversation about the IOI process. Current work with the chairs of the DE committees and the District Dean will create a procedure for the Academic Senate and Union to review. Meeting with stakeholders will happen at the end of the semester with another working meeting in January.

6. Information: The quantity of courses that are DE and other info: The tool provided to research courses is Power BI and this time frame available is limited current academic years for enrollment. If past years are available, the filters are too big (focus on Division) to allow drilling down to the discipline level. Suggestions made by members include using the VPN access to access the dashboard that once was available on the campus desktops of chairs.
7. Goals in our plan and any updates: Asked members to review our plan for alignment with campus/District plans, and to ensure we can provide the widest possible accesses to DE courses. This will be a top agenda item on the 21 Feb 2021 meeting.
8. Should the curriculum approval process include the DE committee for any DE portion of a course? Suggestion to contact Curriculum Chair for discussion. Idea will be brought forward to all DE chairs at a December meeting since any approval process needs to be a District procedure.
9. DE Training reports: While Dean Davis was in attendance, accessed the training courses available via the District DE website and found links misleading or not responsive. The pilot course for Camp Training for Online Course is set to start November 30<sup>th</sup>. It will

