# Distance Education Committee Meeting Minutes

## From 2/23/17

Present: Rebecca Baird, Tom Fiormonti, Sarah Phinney

1. **Minutes** from the 1/26/17 meeting were approved.
2. **Faculty Evaluation Form suggestions and feedback** – Sarah shared feedback she got from BC and CC on our suggestions for changing the online faculty evaluation form. The general feeling from both colleges was that they agreed with addition of ensuring online courses have the syllabus in the college supported LMS. They generally agreed with the idea of having something in the evaluation regarding regular effective contact, but were uncomfortable with vague wording. One suggestion was to link to the board policy on the matter. The committee agreed to discuss at the next meeting whether or not to keep the suggestions as is or modify them. In the interim, it was suggested that we seek further input from PC faculty.
3. **Use of the savings moving forward from no longer using Moodle** – The committee feels that the money saved from no longer purchasing Moodle hosting should be used to support and improve distance education at Porterville College. At the next meeting the committee will ask Jay if he knows how much money PC spent last year on Moodle, and then ask if he would be willing to support the following uses for those savings:
   1. Paying the cost of instructors who teach fully online course at PC to get their online teaching certification from @One ($330 per/faculty)
   2. Online teaching mentor stipends (details yet to be worked out).
   3. Paying for faculty to attend conferences related to online teaching.
   4. The CourseEval HQ LTI add-on for Canvas at $1000/yr for up to 2200 FTES
   5. The ARC LTI add-on for Canvas (cost yet determined)
4. **CCCCO Student DE Survey** – Sarah informed the committee that the custom question that Rebecca suggested was added to the survey that will be sent to PC students. Michael Carley submitted our student sample list to the Chancellor’s Office. The first email will be sent to students this Friday or next Monday with a second email sent out about a week later. The survey will close on May 1st.
5. **Monthly DE Coordinator’ Meeting** – Sarah shared that there is a newly revised course design rubric that the OEI has released. Members present were able to look at a copy of the rubric that Sarah brought. After the meeting Sarah will email the new rubric to the committee, along with a new Website that guides users on using the rubric.
6. **Online Teaching Conference** – Sarah reminded the committee that the Online Teaching Conference (OTC) will be held this June 19-21 in Anaheim. The early-bird registration is $275 and ends April 14. She also reminded the group that the conference has been selling out the past few years, so if you plan to attend she recommends registering before the early-bird deadline. The Website is <https://OnlineTeachingConference.org>
7. **Next meeting** – March 23rd at 3:00