# Distance Education Committee Meeting Minutes

## From 3/23/17

Present: Karen Bishop, Tom Fiormonti, Jay Navarrette, Sarah Phinney

1. Minutes from the meeting on 2/23/17 approved.
2. DE Addendum suggestions and feedback – Karen met with the Curriculum Committee and they agreed to make our suggested changes to the DE Addendum. Judy will be looking in to how to accomplish this with the new eLumen curriculum software that we are beginning to implement. Karen will be meeting with the committee again in a week or so and will report back on their progress.
3. Faculty Evaluation Form suggestions and feedback – Karen & Sarah  
   Karen’s talks with other faculty both here at PC and at CC resulted in the same basic feedback as Sarah reported at the last meeting. Karen will be working with Mary O’Neal from CC to get something submitted in this round of faculty negotiations.
4. PC’s costs for Moodle in past couple of years – Jay shared the costs for the past four years in our Moodle hosting contract. All of the costs that were quoted were district costs. It is unclear as to whether or not the district charges the colleges anything to cover Moodle hosting fees. Sarah will follow up with Dave Barnett to see if PC has been charged any fees in the past. The following are the Moodle hosting fees that were quoted to us:  
   2016/17: $43,926  
   2015/16: $41,588  
   2014/15: $41,588  
   2013/14: $35,565
5. The committee watched a presentation given by Diana Markham from CCSF, on a recent DOE audit that they underwent that focused on distance education. There were some important reminders and tips gleaned from the presentation. The presentation can be viewed here: <https://youtu.be/gvVpLvnMncI?t=26m10s>
6. Next meeting (last meeting of the term) – April 27th at 3:00