# Distance Education Committee Meeting Minutes of 3/8/18

Present: Rebecca Baird, Tom Fiormonti, Sarah Phinney

1. **Minutes** from the 2/22/18 meeting were approved.
2. **OEI Consortium Self-Study** - At the last Academic Senate meeting, they voted in favor of us submitting our “application” to the OEI, with the stipulation that they will review and discuss the issue again prior to signing the final agreement to join, if we are offered that opportunity.
3. **Training proposal presented to Sam** - Sarah presented the following proposal to Sam, regarding online faculty training that the DE Committee formulated at its previous meeting:
   1. Faculty must complete the [@One 12-week Course “Online Education Standards and Practices](http://onlinenetworkofeducators.org/pd/certificates/course-design-fundamentals/)”. Training paid for by the college, for all full-time and part-time faculty who are teaching, or have been scheduled to teach, an online or hybrid course. In addition, it was suggested that faculty either receive a stipend for completing this training, or be able to apply for salary advancement (full-time faculty only).
   2. Optional training workshops offered for faculty who want to align their courses to the OEI rubric. This live, on-campus training will be structured as follows:
      1. Workshop 1 – All-day covering ½ of rubric with lunch provided. Faculty who attend the full workshop will be eligible for a $500 stipend.
      2. Completion of Level 1 rubric alignment – Those who attended Workshop 1 and have aligned all of Level 1 rubric elements, eligible for a $500 stipend.
      3. Workshop 2 – All-day covering second ½ of rubric with lunch provided. Faculty who attend the full workshop will be eligible for a $500 stipend.
      4. Completion of Level 2 rubric alignment – Those who attended Workshop 2 and have aligned all of Level 1 rubric elements, eligible for a $500 stipend.
4. **Sam’s response to the training proposal** -Sam seemed to be in favor of the training components that were suggested. However, he was not necessarily in agreement with the stipends that we requested. He did not make a counter offer for stipend amounts. He will be looking into the possibility of offering salary advancement after training is completed. Sarah will find out more from him at their next meeting.
5. **Training as a requirement to teach DE** - The group felt that the 12-week @One course should be required in order to teach an online or a hybrid course, and that everyone, even those who have been teaching online should be required to take the training. Since Karen was absent at the meeting, the committee members present agreed to allow Sarah to get Karen’s input outside of the meeting. Sarah will follow up with Karen to get her input.
6. **DE Event** – This was an idea that Sam originally came up with and wanted input on it from the DE Committee. After some discussion, the committee decided that they needed more information as to the purpose and nature of the event. It was suggested that time is running out for organizing an event for this semester, and perhaps it might be something appropriate for fall flex day. Sarah will pass along the suggestion and request for more information to Sam.
7. **Online Faculty of the Year** – Sarah mentioned that she made a suggestion to Sam that during the College’s yearly staff recognition, that they add a category for “online faculty of the year”. Sam felt that it was a good idea and would pass along the suggestion.
8. **Online Faculty Handbook revisions** – The committee reviewed the most recent version of the handbook. There were suggestions for minor, moderate, and major revisions. The primary areas in which major revisions were suggested, included the sections titled “Drop Policies,” and “Proctored Exams”. Sarah presented a revision for the “Drop Policies” section which the group approved. Sarah will research how other colleges are advising faculty on proctored exams, and will bring back a suggestion for changes to that and a few other sections. The committee was asked to think about any other changes they felt would be beneficial to the document, and to email their suggestions to Sarah.
9. **Next Meeting** – Thur., March 22, 2018