# Distance Education Committee Meeting Minutes of 4/12/18

Present: Karen Bishop, Sherie Burgess, Sarah Phinney, Elisa Queenan

1. **Minutes** of 3/22/18 approved.
2. **Online faculty certification training** – The DE Committee will again recommend that we offer the OESP @One training, paid for by the college along with a stipend of $800. The stipend will be paid after successful completion of the training, and after having completed the first announcement and the first activity in one course (announcement and activity must meet OEI Rubric criteria). We suggest that this training be offered to just 10 full-time or part-time instructors. To be approved for the training, the instructor must fill out an application. Ten instructors will be chosen from the submitted applications. Criteria used in the admission will include (but is not limited) to: broad division-wide involvement, and where the college feels immediate DE growth is warranted.  
     
   Although the above training would not be a requirement to teach a DE course, the DE Committee fully supports working towards making the OESP training a requirement to teach online or hybrid. In the meantime, the DE Committee supports a requirement by Deans and the Vice President of Instructional Services, that in order for an instructor to be given an online or hybrid teaching assignment they must show that they have completed training in both the Canvas LMS, and also in best practices for teaching online.  
     
   The DE Committee would prefer not to require continued training for online faculty, but instead to offer training for DE faculty during flex days.
3. **DE Plan update** – The DE Plan was presented to the Division Chairs/Enrollment Management group this past Monday, and will be presented to Academic Senate this Friday for Senate approval. If the Senate approves the plan, it will be shared with College Council.
4. **Online Faculty Handbook revisions** – The committee asked that Sam be invited to the next DE Committee meeting to get clarification on what faculty are allowed to do in regards to proctored exams. Sarah will request that he attend the next regular meeting.
5. **Online speech and lab-science classes** – The CSU system made a recent revision that brings them into compliance with Title 5, and states that they will not reject CSU general ed breadth courses based on modality. That means that will no longer refuse to accept credits earned in online oral communication and online lab-science classes. In response, the state Academic Senate will discuss whether they will pursue making recommendation for best practices in teaching those classes online.
6. **Next Meeting** – Thur., April 26, 2018 at 2:00