# Distance Education Committee Meeting Minutes of 12/05/18

Present: Karen Bishop, Sherie Burgess, Sarah Phinney

1. **Minutes** from 11/14/18 approved
2. **Online Faculty Handbook** - Was approved by Academic Senate on October 12th with stipulation that we include entire requirements to teach online. Sarah has made the update and the new handbook is now on the [CIT Website](https://kccd.instructure.com/courses/24513).
3. **Spring flex session** – There is no time during this spring’s flex day for breakout sessions. Sam hopes to offer other opportunities for when professional growth activities can occur.
4. **DE Addendum revision** – Sarah brought a proposed new DE Addendum to the committee and several changes were suggested. She will make the changes and will bring it back to the committee for another look.
5. **Regular Effective Contact Policy revision** – There was not enough time in the meeting to go over the proposed changes, but Sarah handed out her suggestions for the committee members to look over before the next meeting in the new year.
6. **Local peer online course review** – There was not enough time in the meeting to discuss how to get started, but Sarah handed out a document of things to consider when setting up a local POCR for the committee members to look over before the next meeting.
7. **Meeting schedule for spring** – The only time that was mutually available upon first glance was Wednesday’s 2-3 PM. Sarah will check with Ana and Elisa to see if that time works for them, and will send out a meeting invite once a time has been selected.