# Distance Education Committee Meeting Minutes of Jan. 16, 2019

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

1. Minutes of 12/5/18 approved.
2. DE Addendum revision – It was suggested that we add a question about how the course will adapt to the unique circumstances of the DE modality. Then circulate the modified document via email for further input by the committee.
3. Regular Effective Contact Policy revision – In this latest revision the separate section, “Types of Interaction,” was condensed and then added to the “Instructor Initiated Contact” section. A new section for “Student to Student Interaction” was added. A paragraph for frequency of student interaction was added to the “Frequency of Interaction.” In the “Guiding Policies” section, the KCCD board policy procedure, 4B3, was added while the ACCJC policy was removed. The committee approved all of the changes, with one modification to wording in one location. Sarah will revise the suggested wording, and Karen will present it to Academic Senate once we have finalized the DE Addendum, so they both can be presented at the same meeting.
4. Local peer online course review (POCR) process – The committee had a lengthy discussion regarding goals, reviewer recruiting, recruiting for courses to be reviewed, and the actual process and timing of our local POCR. Based on the discussion, Sarah will write a draft of our local POCR process so the committee can further discuss and refine it at the next meeting.
5. DE program review – The committee members reviewed the current draft state of the latest Distance Education program review. A few minor grammar and punctuation changes were the only suggestions.
6. Funding for online pathways leading to employability – Sarah shared that within the next few weeks the state will announce grant opportunities totaling $35 million for colleges to develop innovations in online pathways leading to employment. The committee was asked to begin thinking of how we might benefit from this grant opportunity.
7. Refer Tutor Report – Sarah informed the committee that we have the opportunity to try out the NetTutor service called Refer Tutor Report (RTR), for free through June 30. This service allows instructors, counselors, or advisors to request targeted tutoring through NetTutor. This allows the referrer to send a message to the tutor, and tutee if desired, that gives specific instructions for what tutoring help should be provided. The referrer can then check the Refer Tutor Report to verify the student followed through with tutoring, and can see exactly what occurred in the tutoring session. If we want to take advantage of this free service we will need to set up an implementation call. There was not action requested on this.
8. Next meeting, Feb. 13, 2019 (2:30 PM) in L-405