# Distance Education Committee Minutes of Feb. 13, 2019

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

1. **Minutes** from the previous two meetings, 1/16/19 & 1/30/19, were approved.
2. Academic Senate approved our **updates to the Regular Effective Contact Policy** at their meeting on 2/8/19. Also, the faculty union executive committee is ok with the new requirements outlined in the policy.
3. The DE Committee will work with the various divisions that currently offer online or hybrid courses, to schedule a time to give a **presentation on the updated REC policy**. Sarah will attend all of the meetings and will set up the Zoom remote meeting/recording. Karen, Sherie, and Elisa will attend during their own division’s meeting and possibly other meetings as availability allows. Further details will be worked out via email.
4. It was determined that Sarah will be the person conducting the **REC minimum requirement policy checks**. If Sarah is unable to locate the minimum requirement in a course, she will contact the instructor to see where that information is located and/or if she can help. If there is no response or follow through from the instructor, Sarah will then notify the DE Committee who can offer assistance to the instructor.
5. Karen spoke with Richard, who is on the Curriculum Committee, regarding making **changes to the DE Addendum**. Richard is ready to meet with us to work on enacting changes, however he is not able to meet at our normal committee meeting time. Karen will follow up with him to determine a good time for us to meet. This is likely to happen a little later in the semester, as our first priority is the division meetings.
6. The union’s executive committee has agreed to negotiate on the changes we suggested for the **online course evaluation form**.
7. Sarah shared the draft outline for a **local peer online course review process**, with updates after input was given at the last meeting. There were a few suggestions for additions to the section on encouraging faculty to offer their course for review. There was agreement that the process should be as transparent as possible to the instructor getting their course evaluated, and so it was agreed that reviewers names should not be kept anonymous. There was also agreement that the accessibility section of the rubric should be completed by a special accessibility expert. For now, Sarah will take on that role. Karen will present the local POCR process to Academic Senate and see if they are willing to formally support it.
8. **Next meeting**, March 13, 2019 (2:30 PM) in L-405