# Distance Education Committee Meeting Minutes of April 10, 2019

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

1. The committee welcomed our newest member, Hector Briseno, the representative for counseling.
2. Minutes from the 3/13/19 meeting were approved.
3. The committee agreed to add a section to the POCR Process Policy that outlines requirements to become a peer reviewer. Sarah will send the updated policy to Jeff. The Academic Senate will review the POCR Process Policy for a second time this Friday. Karen will attend the meeting to answer any questions.
4. The changes to the DE Addendum that the DE Committee suggested have been approved by the Curriculum Committee and have been (or will soon be) implemented in eLumen.
5. The DE Program Review was approved by College Council last week. Karen was able to attend the meeting to answer questions. There were some questions regarding the faculty position that was requested. Specifically, there was discussion as to which division the new faculty position would belong, and also discussion about the position having to go through the ranking process for hiring approval.
6. The committee discussed a seemingly unwritten policy that limits any single faculty member to a maximum of two online classes in a term. Karen reminded the group of the grievance that was filed by the faculty association a few years ago regarding this unwritten policy, and at the time was told it was based on right of assignment allowing administrators to use their discretion when assigning a class section to an instructor. The committee feels it is an antiquated idea, especially considering the fact that the college recently instituted a certification process for faculty to be able to teach online. The committee decided that this might be an issue to work towards reversing next academic year.
7. The group reexamined the official makeup of the committee, and agreed to remove the IT Director/508 Compliance Coordinator from the committee. Sarah will make the change to the official committee charge document, and will notify Jay.
8. Sarah shared the pilot and full-contract quotes received from Yuja, Panopto, and Echo360. Each vendor offers similar video recording, editing, sharing, and management features. The committee agreed that Yuja seems like the best offer, and recommends that the college start a pilot with Yuja this coming fall, with implementation beginning this summer so faculty have time to get trained and test it out. Sarah will forward the recommendation to Sam.
9. Next meeting, May 8, 2019 (2:30 PM) in L-405