# Distance Education Committee Meeting Minutes for Nov. 4, 2019

Present: Karen Bishop, Joy Lawrence, Sarah Phinney, Elisa Queenan, Maria Roman

1. **Minutes** from 10/7/19 approved.
2. **Online Teaching Handbook** was approved by Academic Senate with the following suggestions for changes, which Sarah made and she has now uploaded the latest version to the CIT Website:
   1. Add statement in the ZTC section that any ZTC choice should be reported to the chair so it can be appropriately added to the schedule.
   2. Remove or update the reference in the Accessibility section that references an Online Course Accessibility Checklist in Appendix B, which no longer exists.
3. **Additional suggestion from the Senate** – The Senate also recommended that we consider whether the webcam/Proctorio possibility should be a recommended addition to any course outline (COR) and DE Addendum that might use such equipment since there is a section for required equipment/software in that context as well. There are already two places in the DE Addendum, questions #5 and #8 that address this so we feel there is no need for additional changes to the DE Addendum in this regard. Karen will mention to the Curriculum Committee Chair that they examine the possibility of modifying the COR to accommodate this latest request, as the DE Committee felt that would be the appropriate body to consider the change.
4. **PC-POCR update** - Karen and Sarah met with Dr. South last week and presented the DE Committee’s recommendations for stipends for the PC-POCR program. PC-POCR cannot move forward until we finalize faculty compensation for participating in it.
5. **Rubric Workshops** – Sarah began offering a series of workshops last week, that are in two parts. The first part is a 30-minute overview of 5 rubric criteria. The second part is a 1-hour open lab where faculty can work on their courses and receive help from a faculty member trained on evaluating courses with the rubric. There will be more workshops in the series this semester, and Sarah hopes to offer it again in the spring. There was also talk of offering training during the week of spring flex, but no firm commitments were made.
6. **Other Suggestions for arranging training** – Offer a monthly workshop throughout the term, followed by a 2, 3, or 4-day intensive workshop that faculty could use to work on aligning their course. Funding from the IEPI Plan “Training” in Section C could be used to incentivize attendance at the workshops.
7. **OEI Exchange cross-enrollment** – Sarah updated the Committee regarding work that has begun to bring KCCD into the OEI’s cross-enrollment. It is expected that we will have a test environment set up this spring.
8. **Online counseling** – More counselors are being trained in Cranium Café. Right now we have two counselors who have gone through the training. PC has hired one part-time counselor who is dedicated to online counseling. Sarah will participate in a presentation to student services regarding online counseling on Nov. 21st.
9. **Goals for expanding DE** – Sarah found several degrees in which we are close to having all of the core curriculum offered online. The DE Committee members will take this information back to their divisions and get input as to whether or not they want to pursue developing online courses for the ones that are missing. We will discuss again at the next meeting, and then give suggestions for a plan to move forward with DE expansion.
10. **Training needs for DE** – The DE Committee has agreed to evaluate training needs for distance education as a regular item each year. For this year, the committee has identified the following three essential training needs for DE faculty at PC, which Sarah will pass on to the Vice President of Student Services:
    1. Accessibility
    2. OEI Rubric
    3. Canvas
11. **Next Meeting** – Dec. 2, 2019 (10:00 AM)