

**Distance Education Committee
Meeting Minutes**

September 8, 2020 11:30-12:30

Present: Karen Bishop, Brandon Hall, Joy Lawrence, Sarah Phinney, Elisa Queenan, Roberto Maqueda, Thad Russell

1. **Minutes** of the 3/13/20 emergency meeting and the 4/21/20 meeting approved.
2. **Change to Committee Membership** – Elisa asked to be removed from the committee. She will notify Academic Senate of her decision.
3. **Zoom Guidance** - Following discussion surrounding the use of Zoom and potential issues related with FERPA and student equity and safety, the DE Committee agreed to draft a guidance document to help faculty avoid problems while supporting their students. The committee agreed to work on a draft document via a shared Google Doc. Once the document is completed, it will be presented to Academic Senate. Sarah will create the document and send the link to everyone.
4. **Revisions to Online Teaching Handbook** – The committee made the following recommendations for updates to the handbook:
 - a. In the section “Requirement to Teach a Distance Education Course”, just before the list of the two required courses, add the following: “or one or more courses from other entities that have been approved by the person in charge of faculty assignment.”
 - b. The committee agreed that since there were no other major changes to the handbook that it is best to wait for the Zoom guidance document to be presented to Academic Senate. If it is approved, it could be added to the handbook and thereby get included in the latest version.
5. **Decisions about changes to our Canvas instance** – The committee agreed that going forward, any changes to our Canvas instance that are optional would be vetted by the DE Committee prior to implementing.
6. **Next Meeting:** Tues. October 6th (11:30-12:30)