

**Distance Education Committee
Meeting Minutes**

February 1, 2022

Present: Karen Bishop, Joy Lawrence, Sarah Phinney

1. **Minutes** of 12/7/21 approved.
2. **Distance Ed. Program Review update** – Sarah presented the Program Review to the Strategic Planning Committee in mid-January. They approved it with just a few changes, amounting mostly to minor wording revisions. Sarah will present it at the College Council meeting on February 7th.
3. **PC-POCR update** – Sarah submitted PC-POCR’s first three aligned courses, from last April’s call for submissions, to @ONE at the beginning of January. Those courses are currently still being reviewed by @ONE. Once they finish their review, we will either be a certified POCR campus or we will have to meet with them to norm our findings, and then will need to submit more courses to them for another round of norming. For PC-POCR’s second round of submissions that was just announced in January, we have received 3 courses which qualify for review. Sarah has assigned reviewers to those three courses. Currently we have no more reviewers willing to review a course, so if we receive more course submissions they will be stuck in limbo until a reviewer can be found. However, we still have 7 slots to be filled with the Title V grant money that was promised us for PC-POCR. So, Sarah will send another email to solicit participation later this week, and Karen will follow up with an email to try and encourage faculty to submit their course.
4. **Regular Effective Contact Policy updates** – Due to several significant changes in recent federal and state policies regarding this topic, the Committee reviewed PC’s existing Regular and Effective Contact Policy and have agreed on changes to it. Sarah will gather the changes that were discussed into a new draft document, and forward to committee members to review. The committee will make a final decision on changes to the policy at the next meeting. Once the changes are agreed to, the committee will present the draft changes to the Academic Senate for approval.
5. **Online Teaching Handbook updates** – It was agreed that since the Online Teaching Handbook has not been updated in a while, that the committee should review it this semester. Committee members were asked to review the document before the next meeting, when changes will be discussed. Sarah suggested one change we might want to consider, and that is to add a new section about finalizing grades and submitting the documentation to A&R. She mentioned that she often gets questions about this from instructors, so having some basics about this process in the handbook, with information on where to find more detailed instructions might be helpful.
6. **Next Meeting**, March 1, 2022