Distance Education Committee
Meeting Minutes

March 1, 2022

Present: Karen Bishop, Joy Lawrence, Sarah Phinney

1. **Minutes** of 2/1/22 approved

2. **PC-POCR update** – Reviewers are working with the instructors of the first three courses aligned by PC-POCR. CVC-OEI reviewed them and felt that there were still a few elements not fully aligned, so we need to get those revisions completed. For the new round of submissions, we were able to fill all 10 slots that we received funding for. Reviews are moving forward with those, but we still have a bottleneck in terms of reviewers.

3. **Regular Effective Contact Policy updates** – The committee agreed that the draft document is ready to move forward. Karen will take it to Academic Senate for their approval or input.

4. **Announcement checks** – Depending on how Sarah's position gets filled, it may not get filled with a classified employee. Thad wanted to get the DE Committee's input on how to do these reviews if a classified employee does not fill that position. The committee suggested that we solicit a faculty volunteer for a set term (1 year, or 1 semester), who is assigned to do the reviews and contact instructors as needed, with that faculty member being compensated with release time. The committee felt this would be the most reasonable solution and would provide documentation to accreditation.

5. **Renaming this committee** – Bob Simpkins suggested we rename and redefine the DE Committee, as he felt that DE has taken on a larger role lately and elements of DE instruction are now being employed in traditional courses. The committee members, however, did not feel there was a pressing need to change the committee's name, and were especially hesitant to drop the "distance education" aspect from the committee's title. Sarah will relay the committee's viewpoints to Bob.

6. **Online Teaching Handbook updates** – Time ran out before we got to this, so members were asked to review it before our next meeting for suggestions for updates or changes.

7. **Purchasing for 2022-23** – STAC purchasing will be open soon, and it will be important for the DE Committee to ensure that the tools needed to provide quality courses to our

students continue to be funded. Canvas Studio is one new cost we will have to take on, and with many instructors relying on it, it is important that we find a way to keep it.

8. **2008 report, "KCCD Online Colleges"** – Sarah gave her hard copy of this report to Thad, that KCCD commissioned back in 2008. If the DE Committee ever wants to take a look at it, that's where it can be found.

9. **Next Meeting**, April 5, 2022