

**Distance Education Committee
Meeting Minutes**

April 5, 2022

Present: Karen Bishop, Brandon Hall, Sarah Phinney, Yolanda Vasquez

1. **Minutes** of 3/1/22 approved
2. **PC-POCR update** – Two of the three original courses have been revised as per CVC requirements. Waiting on the instructor of the third course to finish up revisions. Of the 10 courses in the current review, six have gone through the initial review and those instructors are working on revisions. We still need reviewers for three remaining courses.
3. **Senate feedback of Regular and Substantive Interaction Policy** –
 - a. The reason the definitions of modalities was removed – The committee feels it is better to stick with the federal and state definition. Note that following that definition we have included the current modalities which fall under this definition, leaving room for adding or changing others as needed. However, we will cite the definition source(s) more clearly.
 - b. More definition clarity to distinguish DE courses from traditional courses that use many of the same tools and technology. – We will add the definition that the state uses in which a traditional course is not considered DE even though they may use tools or communicate remotely, because all of the scheduled instructional time is still taking place at a physical location as described in the schedule.
 - c. Consider including live office hours and encouragement for struggling students on the list of examples. – The committee understood this to mean adding this under the substantive interaction section. The committee did not feel it was appropriate to alter the existing list which comes straight from the federal regulations, and specifying other methods like the one suggested which could be reasonably placed under one of the listed methods would open the door to adding other specific examples making it difficult to know what to include and not include. Providing more specific examples, the committee feels, would be more appropriate for professional development activities and resources.

- d. Consider removing the two announcements per week requirement from live Zoom classes. – The DE Committee did not feel it was appropriate at this time to remove this requirement for live Zoom classes.
 - e. After the above stated revisions are made and the committee approves of the changes, Karen will take the document back to Academic Senate.
4. **Online Teaching Handbook updates** – Sarah went over a number of changes she made to the existing handbook, based on outdated information. She also suggested removing the two appendices, and instead adding more suggestions throughout the handbook to have folks refer to the CIT Website. The Committee agreed with the changes and also recommended removing references to the now removed appendices. Sarah will make those changes, forward the revised handbook to the committee. Once the committee approves of all of the revisions, Karen will take it to Academic Senate for approval. The hope is to have it finalized so it can be uploaded to the CIT Website before the end of the spring term.
 5. **STAC and STARTE purchasing for 2022-23** – Recommend we purchase the following through STAC: **Name Coach** (@\$1 per FTE of 3422 = \$3422); **Net Tutor** – (1200 hours @\$23 per hour = \$27,600); **Not Turnitin because we plan to purchase that through the CCC League; Canvas Studio is being paid for by state chancellor's office** for another year; Recommend we purchase the following through STARTE: **Proctorio** but that we only purchase enough FTEs to cover the classes that are using it. It's priced at \$13.50 per FTE so if we purchased for the whole campus it would be \$46,197.
 6. **Teaching and Innovation Center proposal** – Tabled to next meeting.
 7. **Senate Executive Committee follow up email** – Tabled to next meeting.
 8. **Next Meeting** – It was suggested we meet in two weeks to go over the tabled items, as time is running out for the semester and these issues need to be discussed. The next meeting will be May 19, 2022 at 10:00 a.m.