

**Distance Education Committee
Meeting Minutes
April 19, 2022**

Present: Karen Bishop, Brandon Hall, Joy Lawrence, Sarah Phinney

1. **Minutes** of 4/5/22 approved.
2. **Teaching and Innovation Center proposal** – The TIC proposal recently submitted to Academic Senate was discussed. Most comments were in favor of the proposal, as a whole. There was a question about the process for hiring or appointing the paid coordinator position for the center listed in the "Staffing" section. Other suggestions included clarifying the duties of the proposed staff. Explicitly stating some of the more crucial existing duties of the EMDS that were not outlined, such as reviewing and assisting with accessibility compliance and Canvas administration. Some committee members felt that a physical space was very important to fully pursue a successful professional growth agenda. Absent a physical space, there was a question regarding the level funding needed for the “supplies” category. Karen will take this feedback to the Academic Senate this Friday. Next steps are for the Senate to vote on approving the proposal.
3. **Senate Executive Board Follow-Up Email** – The follow-up email regarding clarification of the expansion of the Senate Executive Board was discussed. The committee members unanimously agreed that there does not seem to be a pressing reason to expand the board at this time, and feels that other measures could be pursued to address concerns that an expanded Executive Board are needed.
4. **End of Year Committee Report** – Sarah shared a draft of the end-of-year report which needs to be submitted to College Council. Committee members were urged to submit changes and additions to Sarah by next week, as she will be finalizing the document and submitting it at that time.
5. **Next Meeting**, May 3, 2022