April 18, 2012
Distance Education Committee
Agenda and Minutes


AGENDA

1. Discussion of New DEC Recommendation (4.4.12)

2. Discussion of DE Plan
   - Preliminary portions of the draft are in process, using the draft of COM's Tech Plan and MSJC's DE Plan as guiding documents.
   - What issues about evaluation of courses (not instructors) and "credentialing" of instructors/faculty readiness need to be negotiated with UPM?
   - Is there a statement we can draft about either or both topics that offers guidelines that do not need to be negotiated with UPM?
   - The DE Plan should include a document about ongoing DE issues and matters for future resolution, so it would be very helpful for DEC to formulate such a document and send it to the AS for consideration. Then, we can include it in the DE Plan, as part of the work we will need to do as we move forward.

3. Discussion of DE staffing and update

MINUTES

1. Discussion of New DEC Recommendation from the AS (4.4.12): Sara McK says there is no time to change anything, but let her know anyway. No major objections to the content. The interpretation of survey results and the tone of the document are not agreeable to all. The process of the document's creation was discussed, since DEC was neither included from the onset, nor given an adequate time frame for response. If the creation of DE recommendations is being drafted by people with no online teaching experience and/or no online courses and without including DEC fully in the process, then the results of the work are questionable, as is DEC's role.

2. Discussion of DE Plan: Maula A, Kathleen S, and Ali K will meet on April 20. David S. and John M. are on the committee, but will be absent. They will assemble parts ofplan that can be documented. David S. has drafted a mission/philosophy statement. Kathleen S has created a preliminary preamble document based on information from the Tech Plan and from the model DE plans from MSJC and Foothill. The institutional organizational chart that Maula A and Ali K are working on cannot be created without any identifiable, ongoing faculty, staff, and administrative DE positions. With no staffing and no training plan, the DE Plan cannot be articulated
for the early May ART deadline. The President has indicated that he will call a meeting about the DE Plan in early May. Pending such a meeting, aspects of the DE Plan may become clearer.

3. Discussion of DE staffing and update: Ali K met with David S today, and it seems district is looking at classified staffing for DE staffing. Ali’s position ends in May, no faculty coordinator in line for after that. A six-unit faculty coordinator was agreed to, where did that go? David S tried to get a partial administrative position, saying it was easier than getting faculty or classified, but the President has indicated to David S. that the classified route is being pursued. When will that be in place? It has been promised for months, and this semester is almost over without Moodle training in place from an IT person qualified to provide such training. There is no summer Moodle training scheduled at this point.

The question remains: who will train faculty to use Moodle as final phase of the migration unfolds? Additionally, who will help students with Moodle?

Next meeting: Wed., May 2, 3-4pm, LC 53