

**Distance Education Committee
Meeting Minutes**

May 3, 2022 10:00-11:00

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

1. **Minutes** of 4/19/22 approved.
2. **Academic Senate approval of RSI Policy** – At the April 22nd A.S. meeting, the last draft version of the updated Regular and Substantive Interaction (RSI) Policy was approved. Sarah has uploaded this recently approved [RSI Policy](#) to the CIT Website. Although the A.S. did approve the revisions, some members expressed disagreement with continuing to include hybrid and synchronous-Zoom classes as modalities that are required to post twice weekly announcements. The DE Committee discussed the possibility of modifying that requirement and perhaps even revising how RSI is evaluated. Sarah mentioned that a few other colleges have changed their RSIs and put the burden on divisions to come up with a policy and rubric (within parameters set by their DE Committee equivalents) to evaluate RSI. Our DE Committee felt that this approach might not be something that our divisions would want to take on, but the committee is open to considering this and other ideas in the upcoming academic year.
3. **Academic Senate feedback of Online Teaching Handbook (OTH)** – When Karen presented the latest draft of the revised OTH, A.S. asked if the DE Committee could bring back a document with strikeouts and additions highlighted. Sarah informed the DE Committee that she did not turn on tracking while making the changes to the document, and does not have time to start from scratch and re-write all the changes with tracking on. However, Sarah did highlight all areas on the existing OTH so that A.S. members could compare that to the latest draft version to see the changes. Karen will take these two documents to A.S. on May 13th.
4. **New Co-Chair** – Karen informed the committee that she is ready to step down as co-chair after serving in that role for many years. Brandon has agreed to serve as DE Committee Co-Chair starting in September.

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5. **Next Meeting** – September 6th, 2022 at 10:00 AM, with the first Tuesday of the month at 10:00 for the remainder of the fall term. Brandon will schedule the meetings via Zoom and send out the invitation.