# Distance Education Committee Minutes from 2/22/18

Present: Karen Bishop, Tom Fiormonti, Jay Hargis, Sarah Phinney

1. **Minutes** of 1/25/18 meeting were approved.
2. **Academic Senate vote on approving our statement for allowing student access to grades in Canvas** - The Academic Senate voted, on 1/26/18, to approve the statement we presented to them regarding access to grades in Canvas at the end of a course term. (statement is attached)
3. **Academic Senate vote on joining OEI Consortium** - The Academic Senate did not vote on our request to enter into the OEI Consortium. There was much discussion from senate representatives. Many expressed concerns regarding the possibility that by entering into the OEI Course Exchange, it would provide another excuse to not offer or close low enrollment classes. They will discuss and possibly vote on the item at the meeting on 2/23/18.
4. **OEI rubric adoption** - The committee voted, unanimously, to approve adoption of the OEI Rubric for Porterville College online courses. The full impact of the adoption of the rubric was discussed during the next topic, and will be further discussed in future meetings.
5. **Professional Development** – The committee had a lengthy discussion on professional development. The following is a draft proposal for an online teaching certification process, and training in using the OEI Course Design Rubric training. Sarah will take this suggestion to Sam at her next scheduled meeting:
   1. Faculty must complete the [@One Course Design Fundamentals Certification](http://onlinenetworkofeducators.org/pd/certificates/course-design-fundamentals/). The training for this certification will be paid for by the college, for all full-time and part-time faculty who are teaching, or have been scheduled to teach, an online or hybrid course. It was also suggested, that faculty also either receive a stipend for completing this training, or have it applied to their salary advancement (full-time faculty only).
   2. The committee has not yet agreed as to whether or not this training is a prerequisite for being assigned to teach an online or a hybrid course. This will be discussed at the next meeting.
   3. Optional training workshops will be offered for faculty who want to align their courses to the OEI rubric. This live, on-campus training will be structured as follows:
      1. Workshop 1 – Will cover approximately half or the rubric and will be an all-day workshop with lunch covered by the college. Faculty who attend the full workshop will be eligible for a $500 stipend.
      2. Completion of Level 1 rubric alignment – Those who attended Workshop 1 will be able to align their course with all of the Level 1 rubric elements. Once they have successfully done so, they will be eligible for a $500 stipend.
      3. Workshop 2 – Will cover the remainder of the rubric and will be an all-day workshop with lunch covered by the college. Faculty who attend the full workshop will be eligible for a $500 stipend.
      4. Completion of Level 2 rubric alignment – Those who attended Workshop 2 will be able to align their course with all of the Level 2 rubric elements. Once they have successfully done so, they will be eligible for a $500 stipend.
6. **Faculty evaluations in online classes** – Sarah brought up her concern for the latest contract rules surrounding online class evaluations. The rules stipulate that the evaluator may only observe the class for 2-hours. Committee members agreed that the evaluator should monitor the time they spend in the class themselves and that it should not be left to the Canvas Admin to monitor or coordinate.
7. **Next Meeting** – Because the committee has not been able to get to important agenda items in the past couple of meetings, an additional committee meeting will be scheduled in two weeks, on Thursday, March 8, 2018. Sarah will reserve the room and send out the meeting invitation.

The following statement approved by Academic Senate 1/26/18

To allow students adequate time to review course work and grades, all Canvas course sites including information on grades and submitted work should remain accessible to students for no less than 1 full week following the last official day of the course. If a course site or the Grades area of the course has been blocked prior to the 1-week time period, the Canvas Administrator may request that an instructor allow access when a student request has been made.