# Distance Education Committee Meeting Minutes of 3/22/18

Present: Karen Bishop, Jay Hargis, Sarah Phinney, Elisa Queenan

1. **Minutes** of 3/8/18 approved, with slight modification made to the draft that was emailed out.
2. **New members** - Elisa Queenan and Sherie Burgess are now members of the DE committee. Rebecca Baird had to step down from the committee.
3. **Online faculty certification training** – The group decided to pursue online certification training in smaller steps than previous recommendations. The new proposal, which Sarah will present to Sam, is the following:
   * A limited number (number yet to be determined) of opportunities will be offered to PC faculty, both full-time and part-time, to take part in the 12-week @One course “Online Education Standards and Practices (OESP)”.
   * Faculty will have to submit an application of interest in participating in the training. It has not yet been determined how the winning applicants will be selected.
   * Selected participants will have the training paid for by the college, as well as receiving an $800 stipend for dedicating their time to the training. As the training encompasses a substantial investment in time, the committee felt that this stipend amount was appropriate.
   * It will be made clear what the completion of the training qualifies the participants for, as well as what responsibilities they may be assigned as a result of their training.
     + For example, it could be made clear that the college is working towards a requirement for online/hybrid instructors to have received this training as a condition of being assigned a DE course. Another optional wording might be that those who have received the training will be given priority when it comes to assigning a DE course.
     + The responsibilities, if any, have not been discussed thoroughly or decided on. However, there was some discussion that perhaps those who went through this first round of training would be asked to act as peer-reviewers or mentors to other online courses/faculty.
   * The committee suggested that for now this training would not be a requirement to teach online, but that we work towards making it a requirement, and that would be made clear when this first round of training is offered.
   * The OEI rubric training, likewise, is still something for which the committee supports. However, at this time it was determined we should focus on the 12-week OESP training before taking on that larger rubric training task.
4. **DE Plan** – The committee looked over the draft Distance Education Plan. There was unanimous support to move forward with the plan. Sarah will present it at the next Division Chairs meeting, after which it will go to Academic Senate.
5. **Online Faculty Handbook revisions** – Sarah presented the recent changes made to the handbook. Karen suggested a few more minor changes. It was also agreed that the OEI Rubric should be incorporated to the handbook in some way. Sarah will work more on these revisions and bring it back at the next committee meeting.
6. **DE Committee structure** – The existing committee charge document does not specify that the faculty members can go beyond the stated number of two full-time and one part-time. By adding “or more” after those numbers, it will allow us to add more faculty to the committee as we are able. The larger number will allow us broader representation, and will help spread the workload. Sarah will make the changes and submit it to Academic Senate.
7. **DE Event Day** – Sarah shared that in her recent meeting with Sam, he has agreed to plan for the event during fall flex-days. The current idea is that Sam will share highlights of the DE program with the larger group during the collective meeting. Then, during breakout sessions, there will be a DE session in which existing DE faculty can share their strategies and ideas with others, and new DE faculty or those curious about DE will be invited so that more information can be share with them and they can have questions answered.
8. **Next Meeting** – Sarah will check with the newest members to find a mutually acceptable day and time to meet. Once she has this information she will book a room and notify everyone of the meeting time and location.