# Distance Education Committee Meeting Minutes for 5/8/19

Present: Karen Bishop, Sarah Phinney, Elisa Queenan

1. **Minutes** of 4/10/19 approved.
2. **Local POCR process approval** - Academic Senate approved our local POCR (Peer Online Course Review) process at their meeting on 4/12/19. They also approved the ability of the EMDS to serve as a peer reviewer as long as they complete the @ONE POCR Training. This last item was something that ASCCC just recently approved.
3. **Implementing local POCR** – The group discussed a number of ideas for implementing our POCR process. Here are some of the ideas discussed:
   1. Hold a 1 hour workshop the day before fall flex, that introduces DE faculty to the OEI Rubric and to the peer review process. Followed by another 1-2 hour (optional) workshop where faculty can stay and work on aligning their courses to the rubric while getting help from the @ONE POCR trained staff.
   2. During the fall hold short weekly workshops that cover just one or two criteria from the rubric at a time. If we did 2 per week, then we could get through sections A-C in 14 weeks.
   3. Take advantage of the POCR (pronounced “poker”) acronym, with marketing and organizing professional development. For example, if we conducted our weekly rubric sessions in the late afternoon/early evening, we could call it PC POCR Night.
4. **Scheduling of online final exams** – It recently came to our attention that there is no stated policy or any guidelines regarding the scheduling of exams in online courses. This has resulted in some confusion, as faculty may feel it is okay to open their final exam a week or more before the scheduled final exam dates. It was agreed that the Online Teaching Handbook would be a logical place to formally explain proper scheduling of online exams. The committee had the following suggestions for inclusion in handbook:
   1. Faculty in online courses are contractually obligated to conduct instructional activity with their students during the time period that has been scheduled for final exams.
   2. If your course includes a final exam or a final culminating activity, it should not be set up so that students can submit it before the scheduled final exam period -- In a 16 week course, this would be the last scheduled week. Or if you allow submissions prior to this final exam period, then you must include another required activity that is only able to be submitted during the final week.
   3. If the course is scheduled as a fully online course, then you cannot schedule your exam to be taken on campus at a certain day and time. However, instructors of fully online classes are allowed to require their exam to be proctored within the following two scenarios: 1) Utilizing the online proctoring tool, which allows students to be proctored remotely. 2) Allowing students to be proctored at a date (no sooner than finals week)/time/location convenient to them with instructor approval. As part of this scenario, instructors can opt to serve as one of the approved proctors for this exam, and if choosing this option it is the instructor’s responsibility to schedule a room in which to conduct this proctoring.
   4. It is recommended that you allow an ample window of opportunity for students to attempt their exam. For example, it is not a good idea to set up your exam so that students can only take it on Wednesday between 1:00-4:00 pm. Instead, you could set it up with a three hour limit, but let students have a full day within which to take it. If you need help in setting up your exam window, contact the EMDS.
   5. It is recommended that you not set your final exam due date on the last day of the final exam period. Doing so means you will have no buffer time, in the event that there is a technical issue with the exam, with Canvas, with the college login, or any number of other issues.
5. **Revisions to the Online Teaching Handbook** – The committee will review the current handbook and discuss revisions to be made to it at the next meeting in the fall.
6. **Meeting day & times in the fall** – Elisa will email her availability next semester to Sarah. Sarah will confirm the day/time with the committee via email and set up meetings.