# Distance Education Committee Minutes from September 9, 2019

Present: Karen Bishop, Joy Lawrence, Sarah Phinney, Elisa Queenan

1. **Minutes** from 5/8/19 approved.
2. These **three revisions to the Online Teaching Handbook** were agreed on:
   1. Add to the Proctored Exams section – “If using an online proctoring solution’s webcam feature, notify your division chair well in advance so that appropriate language can be added to the course description in the schedule. Also, be sure and remind students of this requirement in your initial email message to the class.” Also somewhere in the handbook, include example language for including this requirement in the schedule. Sarah will bring example wording to the next meeting, for the committee to review.
   2. Add a new section under “Things to Consider” called “Zero Textbook Cost (ZTC)”. Explain benefits to adopting ZTC, where to get information to help in adopting open or zero cost textbooks, and reminder to notify the division chair if all resources in the course are zero cost, so that it can be noted in the schedule of classes
   3. Add a new section under “Policies and Guidelines” called “Final Exam Scheduling” that goes over the guidelines for scheduling final exams in online courses.
3. **Additional revisions (if any) to the Online Teaching Handbook** will be discussed at the next meeting. Committee members will review the current version and suggest updates.
4. **Stipend for peer reviewers** – The committee agreed on a suggested stipend amount of $500 for PC-POCR faculty peer reviewers, for each course that they review.
5. **Stipend for faculty having their course reviewed by the local PC-POCR**. – The committee could not come to agreement on a suggested amount for faculty who submit their course for review. We will discuss again at the next meeting.
6. **Example language for DE Addendum questions** – The Curriculum Committee requested that the DE Committee provide additional directions for answering questions in the DE Addendum. The committee agreed on additional language to add to questions 2-4, when we ran out of time. We will continue with question #5 at the next meeting or through email.
7. **Next Meeting** – Oct. 7, 2019 (10:00 AM)