# Distance Education Committee Meeting Minutes

## From 9/28/17

Present: Rebecca Baird, Karen Bishop, Tom Fiormonti, Sarah Phinney, Sam Aunai (guest)

1. **Minutes from the 8/24/17 meeting were approved**.
2. **Out-of-state students**  
   Karen shared feedback from A.S. during their last meeting when she asked for follow up on the situation regarding out-of-state students. They shared the following concerns if we were to deny enrollment in our online courses to out-of-state students.
   1. Are military exempted?
   2. Are other exemptions allowed if student is physically located in California while taking the classes but their residency of record is another state?
   3. How does it affect athletic students who go home during summer and want to take on line classes?
   4. The policy would need to be included in the catalog.
   5. Senate suggested that a stakeholders meeting be held to discuss it, and include DE, counseling, athletics, A&R.

Sarah reminded the committee that if we decide to continue to allow out-of-state students, the college will have to designate someone to work on clearing the college to teach in all 50 states, since we won’t know where a future enrollee may come from. It would be a yearly task to maintain compliance. In addition, since some states require a fee to be authorized to teach their students funding will need to be found to cover any potential costs. In some cases, the costs are substantial. For example, in Wisconsin they require a surety bond of $25,000 in addition to a $2000 fee. It is likely that California will eventually join the other 49 states that have already entered into the SARA (State Authorization Reciprocity Agreement) group, after which PC could join SARA for a single annual fee and be in compliance with all other states. Therefore, if we were to ban on out-of-state students it would likely only be a short-term ban. Karen will follow up with Dr. Keele regarding the stakeholder meeting.

1. **Locking of Canvas courses on last day of term**  
   Karen shared the feedback from A.S. regarding the suggestion to establish a policy that Canvas course sites remain open for a prescribed minimum length of time after the semester ends so students can check on outstanding grades and feedback. The Senate would like the DE Committee to draft a policy. They were leaning towards timing that coincided with the deadline for grade submissions. Sarah will look into getting the policy that Cerro Coso’s Academic Senate approved, and will bring it back to the next meeting, for possible use in drafting our own.
2. **Catalog statement for online courses**Sarah informed the committee that she received a request to update the statement that is attached to all fully online courses in the catalog. Rather than replying to the request on her own, she felt it was something that the committee ought to give input on. However, she was told that the statement was needed before the committee could meet, so for this catalog, they gathered input from various online instructors. Nonetheless, Sarah felt it was something that the committee should provide input on, even though it will not have an impact until the 2019-20 catalog. Sarah will bring back the statement that was recently decided on, and the committee will consider whether or not it should be modified for the next catalog.
3. **NetTutor renewal of hours**  
   Sarah informed the committee that she received approval for the $11,999 to continue funding for NetTutor that the committee requested from Student Equity. We are currently waiting for all of the P.O. and invoice documents to be processed.
4. **Enrollment management plan draft**  
   Sarah shared with the committee the recent draft proposal that the Enrollment Management Committee is suggesting. It includes plans to strategically increase online class offerings to further the cause of ensuring that students are able to graduate in a timely manner.
5. **Goal for this academic year**  
   After extensive discussion about the what the committee’s goal should be for this academic year, it was finally decided to focus on establishing some kind of criteria by which instructors are considered ready to teach an online class for PC. Currently, the college has no established criteria, which means that some online instructors have ample training and experience, while others have little or no training and experience. The group agreed that it is well documented, and widely understood in the distance education community that online teaching is very different from teaching on-ground, and therefore requires a different set of skills and knowledge to be effective. The committee believes that establishing a base criterion will provide consistency to our online offerings, and will help both the students and the instructors in online courses to be more effective. The committee decided that the place to begin this discussion would be with the division chairs.
6. **Next meeting** – October 26, 2017