# Distance Education Committee Meeting Minutes

## October 7, 2019

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

1. **Minutes of 9/9/19 meeting approved**
2. The following **revisions were made to the Online Teaching Handbook**, and approved by the DE Committee. Karen will present it to Academic Senate for their approval  
   - Proctored Exams section added.  
   - Zero Textbook Cost section added.  
   - Final Exam Scheduling section added.  
   - Two bullets added to the Proctored Exams section (bullets 2 & 3)  
   - Two resources added at the end of Appendix B
3. The following **documents to support the PC-POCR process** were shared and approved:  
   - Fillable form to submit a course for review  
   - PC-POCR MOU  
   - Course Review Prep Form  
   - Form for instructor to track progress in revising course for rubric alignment  
   - File naming convention for reviewers when saving their completed rubric reviews.
4. **Stipend for faculty put their course up for peer review**  
   -Last meeting the committee agreed to suggest that reviewers be compensated $500 per course for conducting reviews.  
   -Much discussion ensued on a reasonable figure for faculty who revise their course. It was acknowledged that many hours will be put in by instructors to align their courses. It was agreed that in some cases, if faculty were paid for the actual hours put in to revise a course, even at a reduced rate, the cost would be very high. Seeing as how the stipend needs to be reasonable and sustainable for the college, the committee agreed to request $1500 for faculty who align their course to the OEI Rubric.
5. **Example language for DE Addendum** questions  
   In follow up to last week’s work, the committee finalized wording to be added to the DE Addendum that is part of the curriculum review process. This wording was requested, to ensure that faculty understand the intent of the questions. The committee finalized it’s additions. Sarah will update the document and forward it to the Curriculum Committee.
6. **Goals for expanding DE for IEPI plan**  
   Last year, the college went through a process called Institutional Effectiveness Partnership Initiative (IEPI). Recommendations were made by the IEPI team, and one of those was to come up with clear goals for expanding distance education. Sarah felt that the DE Committee was the appropriate body to make suggestions for those goals. The committee will consider goals to suggest to the IEPI implementation team at the next meeting.
7. Next Meeting – Nov. 4, 2019 (10:00 AM)