# Distance Education Committee Meeting Minutes of 11/14/18

**Present:** Karen Bishop, Sherie Burgess, Ana Ceballos, Sarah Phinney, Elisa Queenan, Sam Aunai, James Thompson

1. **Minutes from 10/10/18 approved**
2. **Regular Effective Contact Policy** – In light of the accreditation findings in regards to regular and substantive contact for distance education courses and the recent changes to Title 5 that add regular effective contact between students as a requirement in DE courses under section 55204, the DE Committee believes the following issues will help to address this:
   1. The new requirement for DE faculty to be trained, will help educate new instructors of various policies and guidelines.
   2. The DE Committee will update the college’s Regular and Effective Contact Policy to reflect changes in Title 5.
   3. The DE Committee will work with the Curriculum Committee to make changes to the DE Addendum to ensure regular effective contact is planned in courses undergoing curriculum review.
   4. The DE Committee will work to develop a local peer online course review process that uses the OEI Rubric to align courses to the rubric standards. Many parts of the rubric address regular effective contact issues.
   5. The DE Committee suggests that the DE Mentors conduct meetings or workshops that include regular effective contact among other institutional, state, and national regulations and policies, and that they be given a stipend for offering these workshops.
3. **DE Addendum** – In light of the recent changes to Title 5 in which it states that DE Addendums must specify how the course being reviewed meets the guidelines for regular and effective contact and also how the course meets ADA and Section 508 guidelines, the DE Committee will work with the Curriculum Committee in updating our local DE Addendum.
4. **Committee goal** – The DE Committee has decided to begin work on setting up a local, peer, online-course review process (local POCR). This process will incorporate the OEI Rubric.
5. **CraniumCafe for faculty/students** – The DE Committee felt that at this time it is not prudent to take on the extra expense of adding access for faculty, students, and tutors to CraniumCafe and Classroom (both ConexED products), since we currently have similar features available for free through ConferZoom and WorldWideWhiteboard. Ana believes the extra cost to the college would be about $7000. We can always revisit this issue in the future.
6. **Next meeting** – Sarah will schedule a special meeting in December, since we may need to get together to plan a flex session. Sarah will schedule meetings for the spring using Outlook and picking a time that does not conflict with appointments in people’s calendars.