Purpose	DEPC plans and recommends innovative and creative opportunities that use distance learning to meet the diverse needs of the District's students; serves as a resource to the DE dept.; and engages with & makes recommendations to the Academic Senate, faculty, staff and administrators in matters of policy, practice and pedagogy regarding distance learning and technology-enhanced instruction.
	DEPC preparation for accreditation site visit
	Agreement on committee member responsibilities
	Meeting schedule and major projects for Fall will be identified
	Review last meeting's notes
	Read Standard 2 of the ISER, page 96 – 173: (https://www.redwoods.edu/Portals/30/Accreditation/Reports/College%20of%20the%20Redwoods%202017%20ISER%20web.pdf)
	Review DE Functional Plan
Committee Members	Cathy Cox (Co-chair) Philip Mancus Lisa Sayles (Co-chair) Wendy Riggs Reno Giovannetti Mark Winter Rianne Connor Vacant - Student James Hays Stephanie Burres
Present: Cathy Cox, Lisa Sayles, Reno Giovannetti, Rianne Connor (telepresence), Philip Mancus (telepresence), Angelina Hill, Wendy Riggs, Mark Winter, Stephanie Burres (support)	
Meeting Leader and/or Facilitator	Cathy Cox and Lisa Sayles
Recorder	Stephanie Burres

To participate remotely, access the meeting through WebEx:
https://redwoods.webex.com/meet/Distance-Ed

What?	How?	Who?	When?
Opening	• Review agenda and anticipated outcomes? • Review/Approve notes from last meeting • Q&A on reports from committee members	Cathy Cox	3:00 – 3:10

Notes:
- Three Cheers for InstructureCon that Wendy Riggs attended this summer. She felt it informed her work for her online Biology class.
- The Committee chairs feel that too much meeting time is spent on program updates. We would like to update our process to the one utilized by the Student Leadership Development Committee- with a weekly survey asking for program updates and then sending out a single email with program updates prior to the meeting.
- Cranium Café demo Thursday at noon.
- Notes from last-April's meeting approved.

1. DE- related accreditation standards	Presentation and Q&A session	Angelina Hill	3:10 – 3:40

DEPC preparation for accreditation site visit
- Accreditation team will attend our regularly scheduled October meeting.
- Mark would like to know if there are any timely issues regarding Distance Education the Accreditation Team would like to know about. Are the team members experienced or interested specifically in DE? Not that we are aware of.

Questions to help prepare:
- **How do we ensure that the student submitting work is the same person that is registered?**
  This is something that the Committee is regularly working to improve. Authentication methods include knowing their login information, utilizing Proctorio to confirm identity, having multiple testing approaches (multiple choice, writing samples).
  Angelina recommends using specific examples from classes and the example of increasing the number of licenses to Proctorio.
- **Do you have a policy that regulates regular and substantive student contact?**
  DE has a written policy available on the DE website that outlines regular and substantive contact requirements. Distance Education Faculty Handbook that outlines requirements
- **Do you have established State Authorization requirements for Out-of-State Students?**
  There is a notification that prohibits out-of-state students from registering for DE classes. The policy is outlined on CR's Website.
- **What is your infrastructure for DE success: How do you measure the outcomes set forth by your DE plan?**
  DE curriculum is approved through the college (Curriculum Committee) without consideration of whether or not it is a DE course. It then goes through an additional DE approval process to make sure that it is suitable for distance modalities. DE implementation is a coordinated process that includes an

instructional technologist and administration to be able to make sure all the pieces of DE are working together to improve outcomes. Online instructors have to go through additional training beyond their normal training to prepare them for DE modalities.

- **How do you evaluate DE courses to make sure they go through as rigorous evaluation as traditional courses?**
  All new DE instructors will receive an evaluation of their course. They are working on inefficiencies in their evaluation of these courses and instructors, for instance including instructors with DE experience on the evaluation team.
  CR uses the same evaluation kit for online and traditional classes.
  Previously they had just evaluated a selection of DE courses, but now they are submitting self-evaluations for all the DE courses.
- **Why are there so many women students in Distance Ed?**
  Students self-select for online versus traditional methods. The course offerings are in female dominated fields (social sciences, ECE). Additionally, we might consider childcare responsibilities that make online classes more accessible.
- **How do DE students receive the SSSP services online?**
  NetTutor is available to EOPS and Trio students in any classes and students in DE classes. Counselors have relied on phone and email to contact DE students, so they are working on a video conferencing and document-sharing platform (Cranium Café) to work with DE students. Online Orientation. They are working on a letter from Cathy or other DE staff welcoming students once they register for a DE course.

2. Committee charge and member responsibilities	Discussion	Lisa Sayles	3:40 – 3:45

Notes:
- DE Functional Plan (2015-2017) intended as a short-term plan to function until Educational Master Plan was approved.
- Cathy will follow-up with Angelina to see if we need a DE master plan or is the functional/operational plan sufficient? We will discuss this at out next meeting.

3. Meeting schedule and major projects for Fall		Cathy Cox	3:45 -3:55

- DEPC will meet once per month, with a second meeting as needed.
- September and October will have two monthly meeting because the Accreditation process will take up a significant amount of their primary meeting.
- Topics to discuss this year: program review, revising functional and master plans.

Close:	• Summarize agreements • Review next steps • Evaluate the meeting (+'s and Δ's)	Cathy Cox	3:55 – 4:00

Notes:

To participate remotely, access the meeting through WebEx:
https://redwoods.webex.com/meet/Distance-Ed