**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.*

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| **Committee Members** | Reno Giovannetti (Co-chair) Mark Renner Wendy Riggs  Lisa Sayles (Co-chair) Rianne Connor (Not Present) James Hays  Stephanie Burres Mike Butler Jason Brewer  Vacant - Student |
| **Preparation Needed** | Read last year’s Program Review – select year 2017-2018 in the Program Review site:  http://webapps.redwoods.edu/ProgramReview/adminservicesview.aspx |
| Review DE Curriculum Addendum Form |
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**Notes**

1. Call to Order

* Meeting called to order at 9:16am.
  1. Introductions
* New committee members Mike Butler and Jason Brewer were introduced.
  1. Review of charter
* Committee reviewed charter.

1. Review Summary Notes if Available

* Notes from the final meeting of last year will be reviewed at the next meeting.

1. Member Reports

3.1 Information Tech-James

* Nothing at this time.

3.2 Instructional Tech-Reno

* We have been experiencing some technical issues with regards to telepresence, this is across campus and at all sites.
* Faculty evaluations are coming up.

3.3 Enrollment Services-Rianne

* Member not present.

3.4 Faculty Coordinator-Lisa

* Fall session of OTLT has six people signed up and starts next week.
* DE curriculum proposals for online courses and telepresence courses have been coming through.
* In response to Lisa’s update, Reno would like to make sure that faculty and deans are aware of the limitations of telepresence.

3.5 Faculty-Mark

* The audio quality of the CIS course being sent to DN is great- we would want to replicate that system for our other rooms.
* When courses are designed there is the assumption that the technology that they want Is consistently available—without taking into consideration what the rooms actually have and how to troubleshoot challenges that telepresence has. In the future, Mark would like to see a checklist for telepresence resources.
* It is important to realize that telepresence is a different modality for teaching, not just an extension of the classroom to more people. There should be at a minimum a consultation with the instructional technology team in the curriculum development process.
* Do we collect data from telepresence students- how was the audio? What was your experience? How do grades compare with non-telepresence students? Is telepresence quality or only better than nothing?

3.6 DSPS – Jason

* No update at this time

3.7 Other

* Mike Butler: An orientation for telepresence for faculty as well as students would be beneficial. Encourage faculty to meet their DN students in person at least once in the first 2-weeks of the semester.

1. Action Items

* No action items at this time.

1. Discussion Items

5.1 Generate input for current DE program review

* There are a number of DE planning documents in various stages of development. We would like to unify our planning and get it posted on the website this year.
* Reno and Lisa would like everyone to look at the program review for last year. They would like input from the committee on planning and accomplishment of the area. Establish and evaluate current outcomes and the data we use to assess them.
  + Developed accessibility plan.
  + POCR training and group development.
  + Evaluation of OEI participation.

5.2 DE Curriculum Form revisions

* All forms are being built in eLumen. Any changes that we would like to have made need to happen this fall and sent to the curriculum committee to be built in eLumen.
* The current form does not collect information on collaboration or consultation in the development of courses.
* A lot of effort has been made to ensure that regular effective contact is done in online courses. This may be a good component to include improve the execution of telepresence courses.
* This form is an opportunity to ensure that more effective and authentic planning is done for telepresence courses. Change “interactive video” to telepresence. There needs to be more explanation than just a checkbox for modality. There should be more probing questions for telepresence.
* The DE applications tend to be very personalized including the name of instructors. This is curriculum, building a course model for any professor now or in the future to teach this course. There needs to be some sort of verbiage that this is an addendum to the COR.
* Committee members should go through the form outside the meeting and will send input and feedback to Lisa. Focus on telepresence issues and removing the instructor specific components (9, 10 and 11). Lisa will bring an updated draft to the next meeting. Accessibility checklist- to ensure that courses meet compliance requirements.
* Utilizing OTLT training as a refresher and update for faculty.

5.3 Preliminary DE budget

• DE Budget was reduced significantly. We have enough to maintain our softchalk, proctorio, etc. but not to maintain presence at DE events.

1. Future Agenda items

6.1 DE professional development

6.2 DE student and instructor surveys (yearly)

6.3 Committee recommendations

* Conversation about possible disability issues and how we can better plan for telepresence courses. How do we keep the quality up? KT internet issues. Is telepresence the best way?
* Develop a checklist of improvements for the telepresence. Is it important to improve what we have before we add more?
* Equity: unlike single modality courses telepresence takes some students and puts them in a remote location which impacts equity of experience.

1. Announcements

* No announcements at this time.

1. Adjourn

* Meeting adjourned at 10:32am.