

**Distance Education Planning Committee**

April 27, 2018

1:00pm – 2:30pm  
FM - 1107

**Notes**

**Purpose:**  Review and discuss budget planning process for the year.

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| 1.0 | Call to order |
| 2.0 | Review Summary Notes if available |
| 3.0 | Member Reports  3.1 Information Tech – James *nothing to report*  3.2 Instructional Tech – Reno *results from survey are coming in; there has been some telepresence issues and AP 4105*  3.3 Enrollment Services – Rianne *testing online chat feature, seems to be going well*  3.4 Faculty Coordinator – Lisa *OTLT Mid-June thru Mid-July; Reno, Mark and Lisa building local courses*  3.5 Faculty Coordinator – Mark *Reno and Lisa will be Co-chairs next year, awaiting Angelina’s approval* |
| 4.0 | Action  4.1 Accessibility Plan (attached) *approved with minor corrections*  4.2 AP 4105 Distance Education (attached) *approved to be submitted to “interim” while the AP is going through the approval process over the summer.*  4.3 Online Course Syllabus Template (attached) *Approved with minor corrections*  4.4 Endorse Statement on Faculty Load Online (attached) *Lisa read a letter she would like to submit to Angelina, the group made minor changes and approved to move forward.*  4.5 Endorse Statement on Online Faculty Evaluations (attached) *approved with minor corrections* |
| 5.0 | Discussion Items  5.1 DE Budget (attached) *the group discussed different equipment, software and training. All expenses need to be submitted immediately.*  5.2 CR and Comparable Institutions Online Sections (attached) *Discussion about area schools in the OEI*  5.3 Online Course Accessibility Audit/Support (Jason) *Over the summer Jason’s role will be explored as well as the accessibility of DE courses. Structure will need to be created as well as reporting process. OEI rubric will need to be created and well as accessibility of course evaluation.* |