**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~~ ~~James Hays~~  Stephanie Burres Mike Butler Jason Brewer  Vacant - Student |
| **Preparation Needed** | Read [Program Review Data](https://public.tableau.com/profile/joseph.hays#!/vizhome/DEProgramReviewData/CourseSectionCounts) |
| Review DE Curriculum Form Draft |
|  |

**Notes**

1. Call to Order

* Meeting called to order at 9:05am.

1. Review Summary Notes if Available

* 04/27/2018 Notes – approved.
* 09/14/2018 Notes – approved

1. Member Reports

3.1 Information Tech-James

* Not present.

3.2 Instructional Tech & Admin Coordinator-Reno

* There was a meeting regarding the telepresence system in HU 214. There have been ongoing issues with this classroom. The IT Department and CIS faculty met with VPI. Dan is pushing to have Reno be added to the list of telepresence support. IT denied this request on grounds of security. They are exploring ways to provide more support from IT for telepresence. There is concern that telepresence courses are being scheduled without training in the technology and no support from IT. This opens up a lot of room for telepresence failure.
* Student surveys are going out, seems to be working fairly well. They are training new personnel on the survey implementation.

3.3 Enrollment Services-Rianne

* No present.

3.4 Faculty Coordinator-Lisa

* Regarding the DE budget, we are looking to find categorical funding to cover our professional development costs.
* Thirty-three new colleges have joined the OEI Consortium- this is nearly half of Community Colleges. The Virtual Campus was rolled into the OEI Consortium. Lisa will be presenting to Senate on the 5-year roadmap for OEI.
* Mark would like Lisa to include documents on this 5-year Roadmap in the Senate packet so it is on the record.

3.5 DSPS – Jason

* None at this time.

3.6 Other

* None at this time.

1. Discussion Items

4.1 DE Curriculum Form revisions

* CR has been added to the DE listserv. There was a thread regarding College’s DE curriculum form. Lisa reviewed what other Colleges are doing and updated our form with input from other College’s forms.
* Zoom is a tool you can use to deliver information and augment students experience, but is not a modality on its own. Currently, the classification for telepresence is based on where the students are. If this is what the classification is based on, it needs to be clear in the description. We need to align our definitions of these modalities with the ACCJC definitions.
* How do we differentiate a hybrid course from telepresence, online, etc.? What are our guidelines? This may require a deeper conversation than what is being asked to get the curriculum form ready for Senate.
* Mark has a concern that titling links to be user friendly and descriptive instead of the actual URL may create problems if the hyperlink does not work. He would like to be able to use both. The intention of this is accessibility, specifically for students with screen readers. The committee would like to explore this further, how you can tag hyperlinks to read clearly, but to also include the URL.
* What is the best way for faculty to assess the accessibility of their course? If it has been reviewed by the POCR group or in consultation to DSPS most courses will be in compliance.
* Evaluating the issues raised in the discussion of the curriculum form should be added to our committee to do list.
* Do office hours have to be synchronous; does email qualify as an office hour? Is it about the one-on-one student contact or the actual hours? We are trying to key in to the instructor access for remote students. We will move this language to the “regular affective contact” section.
* Lisa will send a draft out this weekend and everyone will review and provide feedback via email by Monday.

4.2 DE program review data

* Agenda item postponed until next meeting.

4.3 DEPC Meeting time

* We are looking to change the time of the meeting to a little later in the day. We will send out a doodle poll to determine the best time to meet.

4.4 Online waitlists

* Agenda item postponed until next meeting.

4.5 DE Budget

* We are looking to find categorical funding to cover our professional development costs.
* We will discuss this further at out next meeting.

4.6 DE professional development

* We are looking to find categorical funding to cover our professional development costs.
* We will discuss this further at out next meeting.

1. Action Items

5.1 Approve DE Curriculum Form

* Lisa will send a draft out this weekend and everyone will review and provide feedback via email by Monday.

1. Future Agenda items

6.1 Generate new/yearly student and instructor surveys – draft

6.2 Determine if zoom an acceptable modality for the delivery of a hybrid course.

1. Announcements

* None at the time.

1. Adjourn

* Meeting adjourned at 10:31am.