**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** | Mark Winter (Co-chair) Vacant (faculty) Wendy Riggs Lisa Sayles (Co-chair) ~~Rianne Connor~~ ~~James Hays~~  Stephanie Burres ~~Mike Butler~~ ~~Jason Brewer~~ Vacant – Student Reno Giovannetti |
| **Preparation Needed**  | Student Survey Sp 2019 |
| POCR Los Rios Fasttrack Process <https://fasttrack.losrios.edu/> |
| DE Plan 2019-23 draft |

**Notes**

1. Call to Order
* Meeting called to order at 11:30am
1. Review Summary Notes if Available
* 09/27/2019 approved with one minor edit.
* 10/25/2019 minutes approved as is.
1. Member Reports

3.1 Information Tech-James

* Member not present.

3.2 Instructional Tech-Reno

* AP 4105 – what is the status? The committee hasn’t heard whether or not ASPC approved it and sent it to College Council.

3.3 Enrollment Services-Rianne

* Member not present.

3.4 DSPS-Jason

* Member not present.

3.5 Faculty Coordinators-Lisa and Wendy

* DE addendum in eLumen. There are 5 checkbox assurances in question 8 that must be completed including regular effective contact. Wendy has interpreted this as providing the turnaround time for assignments being included in the Syllabus. Is this mandated by Title V? It is not a requirement, but is a recommendation and an example of what could be included.
* F2DE Form. Lisa believes that this form could be better aligned with the changes to Title V. The section that asks about discussions needs to more broadly interpret what it means to interact and provide community.
* This is the last week of OTLT.

3.6 Admin Coordinator-Mark

* Mark represented DEPC at the most recent counseling and advising meeting. We need to provide more information that can be used when advising students.

3.7 Other-

* What are the limits of faculty managing their waitlist? Can you add someone based on their motivation and not their place on the waitlist. As long as it’s not at the exclusion of others then it is ok.
1. Discussion Items

4.1 Student Survey Sp 2019 (attachment)

* The demographic information in included to determine if the sample is representative of the College community and online learners. They also help control for confounding issues to better assess change over time.
* DE leadership will review the survey in more detail in their next meeting. Mark will reach out to DEPC members not able to attend today’s meeting to see if they have input.

4.2 DE Website

* No discussions at this time. Further discussion will take place at the DE leadership meeting.

4.3 Local Peer Online Course Review Team (attachment and link)

* Further discussion will take place at the DE leadership

4.4 Tech Software Costs

* Further discussion will take place at the DE leadership

4.5 Summer Sections – support, class evaluations

* There is concern that faculty that only teach in the summer do not having their online courses evaluated. DEPC would like this to be taken to CRFO. What would an MOU look like for faculty to evaluate summer online courses.
* Further discussion will take place at the DE leadership
1. Action Items

5.1 DE Plan 2019-2023 draft (attachment)

* Approved.
* Mark will provide some narrative to the plan and Stephanie will get it updated on the relevant locations of the website.
1. Future Agenda items
	1. Welcome letter to new online students
	2. OER Planning.
2. Announcements
* Mark will reach out to the Senate Co-Presidents to fill the faculty vacancy on DEPC.
1. Adjourn
* Meeting adjourned at 12:41pm.