Distance Education Committee Meeting Minutes  
May 7, 2013  
3:00 PM – 4:30 PM  
LRC 114

Attendees:

• Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development  
• Eileen Crump, Title V Cooperative Grant  
• Erica Tartt, Instructional Designer  
• Rebecca Chandler, Instructional Technologist  
• Corrina McCoy, Political Science  
• Tania DeClerck, Spanish  
• Andrea Horigan, Sociology  
• Sharon Beynon, English

Documents received:

Agenda  
Guide to Evaluating Distance Education and Correspondence Education copies of some pages  
Distance Education Feedback from all Division on Campus 2013

Group:

• Eileen will send out DE survey again  
• There will be an Online Tutoring Software Demonstration on Friday, May 10 at 8:30 am in LRC 205  
• Eileen will send an email to DE Committee announcing Tutoring Demonstration date and time  
• DE meeting minutes will use the same template as the district for continuity purposes  
• Accreditation Team will be looking for evidence of Regular and Effective contact in every classroom; college needs to track this better  
• Distance Education Committee needs to always consider accreditation standards in developing Ventura College Distance Education standards  
• Academic Senate tabled discussion on DE handbook until next school year  
• DE committee wants department chairs to become members, so they can inform faculty of distance education best practices and updates and share information between committee and faculty  
• DE committee needs wider representation from different college departments and disciplines  
• Meeting minutes will be posted on DE website beginning in September 2013  
• Committee will continue to work on DE handbook Table of Content  
• Erica will work on getting student assessment into DE site  
• Make online DE Handbook “easily searchable”  
• Gwen will put in a request on behalf DE committee to mention Distance Education during Mandatory Flex Day  
• Committee to review and consider whether they want to employ Quality Matters, a peer mentoring group, for spring 2014 or fall 2014
• During the summer Rebecca will host an informal Coffee Hour to discuss distance education pedagogical topics with faculty members, will be held in LRC Studio 136, propose time 3 pm
• Next meeting on September 3, 2013 from 3 pm – 4:30 pm in LRC 114