Distance Education Committee Meeting  
Tuesday, October 2, 2012  
3:00 PM – 4:30 PM  
LRC 114

Welcome and Introductions (Gwendolyn Lewis-Huddleston)  
Gwen introduced herself as head of the Distance Education Committee

Attendees:

- Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development  
- Eileen Crump, Title V Cooperative Grant  
- Sharon Beynon, English, Professional Development Activity Director  
- Erica Tartt, Instructional Design  
- Andrea Horigan, Sociology  
- Andrea Adlman, Math  
- Mike McCain, Math  
- Ara Khanjian, Economics  
- Sandy Hajas, Learning Resources Supervisor  
- Corrina McCoy, Political Science  
- Sandra Kinghorn, Business  
- Tania DeClerk, Spanish  
- Eric Martinsen, English

Documents Received:

- Agenda  
- Distance Education letter to college faculty  
- Distance Education Handbook  
- Smarthinking flyer

Introductions (Group)

- New member Tania DeClerk introduced herself

Minutes:  Minutes approved from September 13, 2012 meeting

Group:

- Added PowerPoint trainings for faculty who are interested in teaching online  
- Erica will create a checklist of skills and best practices required to teach an online class that will be included in the handbook  
- Committee might consider creating guidelines for responding to students in a timely manner  
- Instructors are having problems receiving and sending emails to students because students use different email address  
- Good practice to consider is having students only use Desire2Learn email  
- Create list of people to contact for questions about Distance Education and include list in the Distance Education Handbook
• Faculty can sign up for online training on Distance Education website and VCCCD Portal
• Distance Education Letter was emailed to all the deans and all the faculty
• Eileen will email letter to division administrative assistants
• Erica Tartt and Rick Shaw will be working two extra hours a day on the Instructional Technologist job
• The Instructional Technologist Assistant position was eliminated if committee members want this position to be reinstated mention this to your division
• Gwen would like to put appendix from curriculum committee back in the Distance Education Handbook
• Gwen will email the handbook to the Academic Senate next Monday, October 15 once committee members review it one last time
• Include professional development links and distance education website in handbook
• Gwen will add page numbers to Distance Education Handbook
• Committee will have until the end of this week to review Distance Education handbook
• Gwen will email Distance Education Handbook to academic senate to post on their website
• Handbook will also be posted on Distance Education website
• Gwen will send out email announcing Distance Education Handbook posting
• Resource material for online distance education will be made available in the Faculty Training Center
• Distance Education instructors should consider contacting textbook authors for help in teaching their online classes
• Send Erica, Gwen and Eileen ideas relating to distance education
• Darrell McCarron gave a presentation on Smarthinking tutorial software