

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