

Distance Education Committee Meeting Minutes
November 6, 2012
3:00 PM – 4:30 PM
LRC 114

Attendees:

- Eileen Crump, Title V Cooperative Grant
- Sharon Beynon, English, Professional Development Activity Director
- Erica Tartt, Instructional Designer
- Mike McCain, Math
- Ara Khanjian, Economics
- Corrina McCoy, Political Science
- Tania DeClerk, Spanish
- Ticey Hosley, Counseling
- John Elmer, EAC

Documents received:

Agenda

Distance Education Curricunet Appendix

Group:

- Committee was asked to give feedback on Distance Education Curricunet Appendix
- Committee will consider having either one person or a team to review distance education curriculum before it goes to curriculum committee
- Purpose of Curricunet Distance Education
 - To ensure that the distance education class is compliant with the Americans with Disabilities Act
 - Compatible with the on ground course
 - Review distance education class to make sure there is a plan in place to apply the same methods for online class and make sure there are no inconsistencies in what instructor said he would do
- Online courses and on ground courses are not differentiated on student transcripts
- Currently VC Distance Education has 9 new, 16 currently offered, and 7 reviewed courses
- University of Penn State has ADA compliance forms that DE committee can use
- Committee is asked to bring ideas on collecting data for Regular and Effective Contact
- Dave Fuhrmann is researching analytic program from Desire2Learn to help collect data
- Committee needs to collect baseline data
- College needs a standard for Regular and Effective Contact
- Erica will contact State Department to get definition of Regular and Effective Contact to review the definition and share with committee to help set a standard definition for Ventura College
- Gwen or Erica will ask DE coordinator to help define the instructional application
- Erica will meet with ITAC committee and encourage purchasing an analytic program to help track Regular and Effective Contact
- Michael Callahan might be able to help collect data. Look into this
- Erica will correct minor edits on Curricunet Appendix Form by end of this week
- Erica will set up meeting with a representative of DE committee, a representative of Curriculum committee and Gloria Arevalo to discuss how distance education is treated in Curricunet and if DE committee can modify the form