

**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