

Distance Education Committee

Meeting Minutes

November 16, 2023

3:45 p.m. via Zoom

Approved

Members present:

- [Carol Hernandez](#), Co-Chair, Assistant Dean Center for Teaching & Learning
- [Cynthia Eaton](#), Co-Chair, Faculty Association Representative
- [Liz Spagnola](#), Co-Chair, Campus Dean Representative
- [Andrew Stone](#), Ammerman Senate Representative
- [Trudy Christ](#), Eastern Congress Representative
- [Kellie McCartin](#), Eastern Congress Representative
- [Alyssa Kauffman](#), Grant Assembly Representative
- [Robin Hill](#), CIP Representative/MID Representative
- [Jeanne Durso](#), Continuing Ed Representative

Members absent:

- [Carol Hernandez](#), Co-Chair, Assistant Dean Center for Teaching & Learning
- [Lauren Tacke-Cushing](#), Associate Vice President of Academic Affairs*
- [Vera Hu](#), Ammerman Senate Representative
- [Scott Votke](#), Grant Assembly Representative

* nonvoting member

Call to order

- Meeting called to order at 3:50 pm by **C. Eaton**.

Approval of the minutes

- **C. Eaton**: I will need to bring these to the December meeting. **R. Hill**: I would like to note that I have added Andrew, Alyssa, and Kellie to our DEC Brightspace page.

Campus governance reports

- **Ammerman Senate**: Feedback on the modalities charts is that the class listings that say ONL, RT ONL, and COMB ONL could be easier for students to understand. They don't know which it is without looking at the class meeting times, and it is especially unclear for

combined online classes.

- **Eastern Congress:** Discussed governance substitutes and if neither Eastern rep can attend, we'll let Yu Zhang and Dean Browne know to determine solution. Feedback on the modalities charts was a desire to not have the one with registrar information on legal size paper to be more manageable. Admissions would like copies of the charts.
- **Grant Assembly:** Discussed governance substitutes and if ever needed will send someone to attend but who cannot cast votes. Also concerns remain about academic standards, proctoring, and AI issues in distance ed classes.

Committee charge and planning

- **C. Eaton** reviews the seven-point charge of DEC as laid out in Appendix J of the contract and responds to questions:
 1. Establish guidelines to determine the level of technological proficiency required by a faculty member to teach in DE formats.
 2. Make recommendations as to which courses/programs are academically appropriate for online delivery.
 3. Ensure that established DE procedures (e.g., course proposals, course assignments) are followed properly and fairly.
 4. Develop support services, professional development and training opportunities for faculty.
 5. Make recommendations to the College community concerning changes in available technology, support services and training opportunities.
 6. Recommend policies regarding privacy, security and surveillance of electronic work activities as they affect DE, such as email, internet access, usage, etc.
 7. Recommend policies regarding workload issues.
- **C. Eaton:** Ideas for planning for the upcoming semesters?
 - How to upload your syllabus to Brightspace due to latest MOA
 - Modalities definitions charts revisions
 - Course proposal review process
 - Need follow up on subcommittees from previous year

Adjournment

- Meeting adjourned 5:21 pm.