

DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY OCT 12, 2020, 3:00 PM – 4:30 PM

MEMBERS PRESENT: Scott James (Co-Chair); Sergio Rodriguez (Co-Chair); Seth Daugherty (IEL&LSS); Alana Gates (BCTE), Angela Guevara (OEC); Alicia Frost (M&S); Vivien Vu (Counseling); Alana Gates (BCTE); Cari Cannon (AHSS)

MEMBERS ABSENT: Amanda Carpenter (Classified); Maria Chaidez (Faculty At-Large)

Guests: Guests: DeAnna Martin; Pamela Skiles; Martin Stringer

DEPC MISSION: The mission of the SCC DEPC is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome and Introductions (Scott)		
2. Review/Approve Minutes	Moved: Sergio Rodriguez Second: Alana Gates	Approved – Unanimous
3. COVID/Distance Education Overview (Scott)	<ul style="list-style-type: none"> • Discussions in Senate about RB and training required for that modality • Discussions taking place in the union about the possibility of a new MOU. The current MOU states that it is effective until December OR until normal activities resume on campus. • OTC workshop is ongoing • Concerns about adjunct new hires and the required training to teach remotely. Flexibility will be key to ensuring they have the minimum training, but to also be done in a condensed time frame. • Mark Smith and Scott James have been discussing a mentor program or rubric evaluation for instructors who do not have the required training. • Rubric Evaluation/Mentor Program <ul style="list-style-type: none"> ○ Would only review course and ensure DE/Title V compliance. They would not infringe on academic freedom. ○ Suggestion that cross-discipline evaluations should be conducted. ○ Possibly use the POKER rubric ○ May need to log time to determine time commitment for fair compensation ○ Possibly ¼ LHE per review • Discussion about students who are not online ready 	

	<ul style="list-style-type: none"> • New OTC starts on October 19 • OTC has a “test out” option where instructors are asked to upload documents into a Canvas shell for review <ul style="list-style-type: none"> ○ No instructor thus far has met all requirements even with training from other institutions ○ If “test out” option is not fulfilled, only deficient module categories are required • RL training is open entry/exit • If we eliminate RB, we could scale back RL training requirements • Suggestion for OTC to be condensed for intersession • Suggestion for OTC to be open entry/exit <ul style="list-style-type: none"> ○ Concerns that offering open entry/exit would model a correspondence course which is what we are trying to avoid in our DE courses. 	
4. Other	None	
5. Reports	<p>TAG</p> <ul style="list-style-type: none"> • went through Educational Master Plan <p>CVC-OEI</p> <ul style="list-style-type: none"> • Installing API (trust relationship) to allow OEI to stream classes in Canvas dashboard. Only applies to “Teaching Colleges” denoted by the OEI. SCC is not a “Teaching College” in the OEI. <p>Other Reports</p> <ul style="list-style-type: none"> • Standardizing name fields to push preferred name into Cavas • Senate approved standard syllabus statement for face-to-face courses • Senate discussed a document with “Consideration for Face-to-Face Instruction and Critical Support Services” 	

Adjourned at 3:53 p.m.

Next meeting: Monday, November 9th from 3:00-4:30PM via Zoom