

DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY MAY 11, 2020, 3:00 PM – 4:30 PM

MEMBERS PRESENT: Scott James (Co-Chair); Sergio Rodriguez (Co-Chair); Amanda Carpenter (Classified); Maria Chaidez (Faculty At-Large); Seth Daugherty (IEL&LSS); Alana Gates (BCTE), Angela Guevara (OEC); Alicia Frost (M&S); Vivien Vu (Counseling)

MEMBERS ABSENT: Alana Gates (BCTE); Cari Cannon (AHSS),

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		Approved – Unanimous
3. Review Mission/Membership/Responsibilities (Scott)	Reviewed. Changed membership.	Membership Changes: <ul style="list-style-type: none"> • At Large Faculty - Chaidez • BCTE - Gates • OEC - Guevara • Guests – Martin; Skiles
4. Add Authorizations Feedback (Sergio)	Discussion about Add Authorizations and how it went. Most of the issues were on the student-side. The student help desk was a great resource.	Sergio/Admissions to create more documentation and videos for students.
5. Self-Service Rollout Update (Sergio)	Sergio gave us an update on Self-Service. It was noted that Self-Service does not have an effective way for faculty to drop students. It was noted that distance education professors must clear their roster throughout the term and that this functionality is important.	Sergio requested improved drop function from Ellucian for Self-Service.
6. Remote Teaching/Learning Issues (Sergio)	Martin noted that some classes are not meeting during their scheduled times, which cannot happen.	
7. Remote Learning Workshop/OTC for Spring (Scott)	The college has an Online Teaching Certification program for Online and Hybrid teaching. The FARSCCD MOU for the Fall 2020 term permitted faculty to teach Remote Blended classes, which are	The DEC recommends to our Academic Senate that the Remote Blended modality be eliminated or that faculty need to be online teaching certified in order to teach in this modality.

	equivalent to Hybrid classes, without this certification. The Remote Learning Workshop (30 hours) was all that was required. It was discussed that the Hybrid format is the most difficult to design properly and faculty teaching in this modality ought to be fully online certified.	
8. Accessibility Team (Scott)	The group was updated on our ADA Team and encouraged the DEC members to remind their constituents of this service for making their documents ADA Accessible.	DEC Members to contact their constituents and recommend that they use the ADA Team to ensure that their course documents are ADA Accessible.
9. Other	<i>None</i>	

Adjourned at 4:35

Next meeting: Monday, October 12th from 3:00-4:30PM via Zoom