

## DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY MARCH 9, 2020, 3:00 PM – 4:30 PM

**MEMBERS PRESENT:** Scott James (Co-Chair); Marilyn Flores (Co-Chair); Amanda Carpenter (Secretary); Sergio Rodriguez; Daniel Oase, Alana Gates, Seth Daugherty, Alicia Frost; DeAnna Martin, Vivien Vu, Angela Guevara

**GUESTS:** Darlene Diaz

**MEMBERS ABSENT:** Cari Cannon, Aidan Kato

**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. Curriculum and DE Addendum Review Process (Marilyn/Darlene)	A process is being discussed for the DEPC to now review DE course addendums.	A workflow will be created that will give DEPC members review access for the addendums, and then Scott James will remain as the approver. If established, this process would begin in the Fall
3. Common Language and Drop Rules in Class Schedule Description (Marilyn/Scott)	There are currently multiple statements for Online and Hybrid classes listed online that causes confusion to students.	Two standardized messages will be approved, one for Online classes, and one for Hybrid classes.
4. OER/ZTC Language and Categories for Which to Label Courses (Marilyn)	Consistency is needed across the printed catalog and online class search with icons and a legend to indicate special class offerings. Confusion is expressed between OER and ZTC, it is believed by most students that OER means free books, yet some OER's still may have a cost associated with them.	A standardized legend with icons will continue to be developed to provide consistency.
5. Local POCR (Daniel/Scott)	Daniel, Alana and Set are in process of reviewing an online course for Local POCR (a Real Estate course) They created a "Pre POCR" review where the instructor can do a self-checklist before the review.	More courses will continue to be reviewed through this process. Instructors involved in the process receive hourly compensation.

6. CVC-OEI Pathways Grant Update (Daniel)	3rd Quarter of the grant. \$175,000 left, my \$60,000 for more POCR. One item purchased was a lightboard. The lightboard is located in the Instructional Design Center	Instructors are utilizing the lightboard studio on Mondays. Instructors are then using Camtasia to do the post production of the video in the Instructional Design Center.
7. OEI Course Exchange Statistics (Scott)	When a student searches the cvc.edu they input their home campus, and then courses that are from the home campus rise to the top. Then the courses there after that are ranked by badges on the courses such as OEI, Online Counseling and Online Tutoring. Then remaining courses are sorted alphabetically.	
8. 2020 DE Guidelines (Scott)	<i>(Table until published for review)</i>	
9. Review/Revise AR4105 Distance Education (Scott)	<i>(Tabled)</i>	