

Faculty Distance Education Committee

Draft Meeting Minutes

Tuesday April 30, 2019 - Library Orientation Room (LL311); 12:05-12:55 PM

Agenda

1. Call to Order

Members in attendance: Thea Alvarado, Russ Di Fiori, David Evans, Shelley Gaskin, Krista Goguen, Sandy Haynes, Joseph Hwang, Juan Leon, Rhea Preciado

2. Public comments

Shelley Gaskin commented on the value of the "Quality Matters " course.

Sandy Haynes is an OEI peer-reviewer for online courses already in the CCC OEI exchange.

3. Update on committee membership

New committee members approved (or soon to be approved): Sergio Barron, David Evans, Shelley Gaskin, Joseph Hwang, Juan Leon.

The Committee voted to select Thea Alvarado to replace Russ Di Fiori as committee Co-Chair with Krista Goguen. Thea will be committee chair for 2018-19. Thea is also the faculty Co-Chair of the Campus DE Committee (replacing Martha House).
Rhea Preciado and Shelley Gaskin may also apply to join the Campus DE Committee.

4. Next Meeting Options: Tuesday 5/14 or Thursday 5/9

The next meeting will be Thursday May 9 at Noon in LL 311

5. Review Committee 2018/19 goals

<https://pasadena.edu/governance/academic-senate/distance-education-committee/index.php>

The Committee will consider revised Committee goals for 2019/20 with a focus on preparation to participate in the Online Education Exchange.

6. Review past minutes and notes (10/09/18, 10/23/18 and 12/06/18, 2/21/19, 3/19/19)

See the go.pasadena.edu Google drive

https://drive.google.com/drive/folders/14c_yZGO8PC7H45Uv80ciGQXILu9ikFir?usp=sharing).

Due to lack of quorum, notes from these meetings are not considered minutes. Agendas and minutes/notes are posted on the Committee website through Dec 2018. Agendas and minutes for Spring 2019 will be posted pending co-chair access.

7. Update on Campus DE committee (CDEC) activities

Thea reported PCC has finalized the contract with Aly software to check for 508 compliance of Canvas pages and files. DE will have a soft roll out in Summer 2019 and faculty can use it starting in Fall 2019.

The Concourse Syllabus Template is already available as a Canvas integration. A recording of the training workshop held recently on campus will be available soon.

8. Old Business (with possible actions to follow each item)

- a. Continue review of OEI rubric with for use in course preparation and faculty evaluation (Committee goal 1).
- b. Review **text and status** of Recommendation 110 (regular and effective contact) to make recommendation to Campus DE Committee. (see sample guidelines compiled in Google Drive. (Committee goal 3)

https://drive.google.com/drive/u/1/folders/148Y2Te6iNpOEW8gqOL5te_Ah0RyyCds2

Discussion of this item postponed.

9. New Business

- a. DE committee recommendation to Senate to adopt the CVC – OEI Course Design Rubric and Online Equity Rubric (see 4/30/19 documents

<https://drive.google.com/open?id=18V9R2qJq-b2jZx6VBfQz8QtspUzZ7sDF>

The Committee reviewed and discussed these sample resolutions, but decided to focus on the larger goal of participation in the OEI Online Course Exchange. Motion to approve drafting an Academic Senate resolution to prepare PCC to join the Online Course Exchange approved.

- b. Consider plan for professional learning activities (e.g. Lunch & Learns) based on components and best practices from the OEI rubric (Committee Goal 2)
 - i. Schedule initial OEI workshop
- c. Review text and status of Recommendation 109 Distance Education Teacher Load
 - i. PCC practices and practices from other colleges

Not discussed

- d. Consider developing Faculty resource guide (Canvas?)

Co-chairs requested a Canvas shell for the committee as a first step.

10. Announcements

11. Adjourn