Faculty Committee on Online Education

Tuesday October 29, 2019 - Library Terrace Room (LL306); 12:00-1:00 PM

# **Agenda**

1. Call to Order at 12:10 pm. In attendance: Kathy Green, Thea Alvarado, Mark Whitworth, Shelley Gaskin, Miki Sumitomo, Rhea Presiado, David Machen, Juan Leon.
2. Public comments- none
3. Agenda approved for 10/29/19
4. Approve minutes 9/17/19 and 10/15/19 (in calendar and CANVAS files)- Juan motioned, Shelley seconded.
5. Update on Campus DE Committee (CDEC) activities

Leslie gave a presentation on regulations for distance education. Updates are pending for a number of state definitions and regulations.

1. Old Business (with possible actions to follow each item)
   1. Finalizing DE Coordinator Duties- suggestions were made to remove some standard PCC Coordinator language from the job duties. This will be brought back to the next meeting.
   2. Finalizing FCOE Recommendation 116- A request was made to HR for an editable version of the current faculty rubric. The committee recommended to create our own rubric template.
2. New Business- approved Recommendations will be brought to Senate as a batch in the spring.
   1. Revising Recommendation 108 Distance Education Office/ Conference Hours- approved, with minor modifications to ensure accuracy of contract language on page 2.
   2. Revising Recommendation 109 Distance Education Teacher Load- tabled for next meeting.
3. Announcements
   1. Next meeting November 5, 2019 12pm-1pm Library Terrace Room
   2. Academic Senate policy on videoconferencing for committee meetings- the Senate approved the use of videoconferencing for committee meetings, with the stipulation that the chair must be physically present. Exact language will be shared at the next committee meeting.
4. Adjourn at 1:00 pm.