

## Campus DE Committee Meeting

Thursday, September 13, 2018 – Library Terrace Room

### Minutes

In Attendance: Isela Ocegueda, Jason Bettrue, Jeff Archibald, Mark Sakata, Martha House, Maureen Davidson, Lan Truong, Leslie Tirapelle

- I. Call to Order 10:05 am
  - Welcome Martha House, new Co-Chair
    - Tammy Knott-Silva is now Co-Chairing C&I, stepped down from Campus DE Committee as co-chair due to time constraints
- II. Discussion
  - Approve past minutes
    - postpone until next meeting
  - Campus DE Committee membership update
    - Michael McClellan no longer at PCC; have asked Academic Senate to appoint a faculty member to replace him
    - Emily Ekshian (student rep) has graduated; need Student Assoc. to appoint a new representative
  - DE Committees
    - New Faculty DE Committee
      - Inaugural meeting last week
      - A standing committee of the Academic Senate
      - Martha House is Co-chair of the Faculty DE Committee
      - The Faculty committee is requesting that Leslie attend one of their meetings
    - Campus DE Committee Mission
      - Review our mission to ensure description represents our purpose
    - Committee Roles
      - Discussed the difference between the Faculty DE and Campus DE Committees
      - Will begin to clarify roles of each committee
      - Need to coordinate goals and initiatives with Faculty DE committee
    - DE Program/Department current scope of work
      - Leslie shared a list outlining the Distance Education Program/Department scope of work, services and resources
      - Scope has extended to Canvas users, and not just the DE program.

- With staff and resources sized to support a DE program, and not the whole campus, the DE Department may need to start offering some services to only DE instructors.
- Opportunities & Challenges spreadsheet
  - Leslie presented spreadsheet compiling all the suggestions from the DE Opportunities and Challenges brainstorming document from Spring 2018
  - Link to spreadsheet will be sent to everyone. Please review and mark priorities (1-3)
- Committee Goals for 18/19
  - Need to review and revise our committee's Annual Goals

III. Topics for Next Meeting

- Review prioritized Opportunities & Challenges spreadsheet

IV. Next Meeting: Thursday, September 27, 2018 – Library Terrace Room

V. Adjournment 11:06 am