

Campus DE Committee Meeting

Thursday, September 27, 2018 – Library Terrace Room

Minutes

In attendance: Jason Bettrue, Maureen Davidson, Jeff Archibald, Mark Sakata, Leslie Tirapelle, Niki Dixon, Martha House.

- I. Call to Order – 10:11 am
- II. Public Comment – none.
- III. Discussion
 - Approve minutes from last meeting
 - No quorum - postpone until next meeting
 - Review DE Prioritization Survey Responses
 - Martha also doing same with faculty committee. Want to make sure faculty and campus committees are in alignment, that goals complement each other
 - Faculty committee will focus on professional learning
 - Discussed and made suggestions for prioritized items that could be led by the faculty DE Committee or the Campus DE Committee (or even other committees on campus depending on the topic – i.e. Copyright/Intellectual Property?).
 - Leslie will reach out to Crystal to see if there is a college-wide policy or if there is one in the works.
 - Priorities
 - Increase number and breadth of tech workshops (will work w/faculty committee to see what kinds of workshops they interested in – Martha)
 - 508 compliance – schedule demonstration for Ally. If it appears that PCC should adopt the tool, then possibly write white paper to get administration/fiscal support.
 - DE faculty evaluation
 - DE Course peer evaluations
 - Standard procedure for adding and dropping DE students (waitlisted, etc.)
 - Need appropriate space for distance education department
 - Revision of Administrative Procedure for Distance Education
 - Create work-groups
 - Complete revision process by end of calendar year
 - Development of a DE Strategic Plan
 - Leslie will reach out to other CCs for DE plan examples
 - Martha shared key points from faculty meeting
 - Goals for this year

- Strategic plan
- Revise AP in collaboration with Faculty DE Committee

IV. Topics for Next Meeting

- Leslie will send out information to support research for revising the AP
- Work group assignments and plan

V. Next Meeting: Thursday October 11, 2018, Library Terrace Room

VI. Adjourn 11:36