

Campus DE Committee Meeting
Wednesday, April 25 – Library Terrace Room
Minutes

In Attendance:

Jeff Archibald, Jason Bettrue, Martha House, Tammy Knott-Silva, Michael McClellan, Mark Sakata, Leslie Tirapelle, Lan Truong

- I. Call to Order - 9:42 AM
- II. Information, Comments and Discussion
 - a. Federal Law continued...
 - 508 Compliance
 - Section **508**, an amendment to the United States Workforce Rehabilitation Act of 1973, is a federal law mandating that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities.
 - a. **Universal Design** is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.
 - all fully trained DE instructors go through 508 accessibility training
 - DSPS: assists students with specific accommodations beyond accessibility
 - www.cccaccessability.org CCC Accessibility Center – can review and answer some questions about accessibility of your course, offers videos, webinars, workshops, training, etc.
 - www.htctu.net accessibility training. Can be reimbursed for these trainings
 - a. Consider possibility of having a trainer from HTCTU come and provide on-campus training, maybe half day workshop.
- b. Accreditation (ACCJC)
 - The ACCJC looks for:
 - Required qualifications, evaluation, and professional development exist for DE faculty.
 - The college prepares and monitors DE students to be successful.
 - There should be evidence that DE students.
 - Use college support services
 - Undergo student identity validation
 - Use learning and support programs/services
 - Have regular and effective contact between peer students and faculty
 - There are policies that dictate satisfactory progress.
 - DE student support services are comparable to those services offered to face-to-face students.
 - Colleges analyze data for DE and face-to-face students and compare student achievement and attainment of expected learning outcomes.
 - Sufficient college resources (human, technology, facilities, and financial) are available to sustain DE.
 - Substantive Change

- Last done in 2012 for DE at PCC
 - Need to review and possibly revise due to new programs now offered online
- c. State and Local Policies
 - CA Code of Regulations
 - CCC Chancellor's Office Guidelines
 - 2008 Distance Education Guideline – Omnibus Version
 - 2012 Distance Education Accessibility Guidelines
 - Instructional Material Guidelines
 - Student Fee Handbook
 - Attendance Accounting & Reporting for Distance Education Courses
- d. PCC Policies, Procedures & Guidelines: on PCC DE Web Site
 - PCC DE Faculty Handbook
 - Board Approved Policies:
 - Distance Education
 - Privacy Security & Acceptable Use of Electronic Resources
 - Enrollment Attendance
 - Student Conduct and Academic Honesty
- e. Current/immediate future goals:
 - Review/revise AP 4105 for Distance ED
 - Review definitions for DE
 - DE pedagogical readiness – wording needs review (Item 3)
 - Discuss possibility of PCC participation in OEI
 - DE Substantive Change – continue working on it for next year
 - Peer review committee to review instructor's online course for compliance with rules/regulations/accessibility before they are scheduled to teach online
- III. Discussion Topics for next meeting
 - Continue with PCC Policy Review:
 - Distance ED AP 4105
 - Discussion on PCC's participation in OEI
- IV. Next Meeting: Wednesday, May 9, 2018, Library Terrace Room
- V. Adjournment 11:15 am