

Campus DE Committee Meeting

Wednesday, May 23, 2018 – Library Terrace Room

Minutes

In Attendance:

Jason Bettrue, Emily Ekshian, Martha House, Tammy Knott-Silva, Isela Ocegueda, Mark Sakata, Leslie Tirapelle, Lan Truong

- I. Call to Order – 9:47 am
- II. Discussion
 - Review Distance Education AP
 - Board Policy
 - broad statement, not as detailed as AP
 - review and decide if substantive change is required or can we keep as-is
 - Administrative Procedure
 - More detailed than BP
 - As we revise, keep in mind we need a balance of specific/general guidelines
 - Include definition/policy for “attendance on first day of class”
 - Drop policy for DE (may need to just align to on ground classes)
 - Review other APs for examples/guides on language & structure (Mt. Sac, Mt San Jacinto, Mira Costa)
 - Include legal/accreditation requirements to support items in AP
 - Will put in Google Docs so everyone can review and make suggestions
 - Would like to be able to present revised AP to Student Success Council by Spring 2019
 - Review PCC’s DE data
 - Success/retention
 - Work with PD department to develop PD to support faculty & improve success/retention rates for their courses
 - Try to align success/retention rates to face to face classes
 - Is there an expectation for our DE classes in increasing these numbers? Want to follow same goals and on-ground counterparts; meet or exceed
 - Meet with Deans and determine how to collect/use data
- III. Misc
 - Unit Review
 - Tab for Distance Education in IEC/program plan/annual update – include instructions for adding info to this section re: student success
 - FERPA – who should be allowed to be added to classes/what kind of permissions
- IV. Topics for Next Meeting
 - Finalize 18/19 annual goals
 - Update AP
 - Future meeting schedule – continue meeting in summer or wait until Fall
- V. Next Meeting: Wednesday, June 6, 2018, Library Terrace Room
- VI. Adjournment – 11:03 AM