

**Distance Education Committee**

**04/20/21**

**Minutes**

**Attendees:** Heather Rodriguez, Carol Hobson, Lisa Storm, Clint Cowden, Joy Cowden, Pimol Moth, Laura Otero, Lindsey Bertomen, Nancy Wheat

**Meeting Began: 1:00pm**

**Welcome and Overview of Minutes**

Heather reviewed the minutes with the committee, and mentioned that they are posted on the webpage for further review. Committee suggested a few corrections. Heather mentioned looking over the handbook and the survey today and approve both documents today.

**Handbook & Summary**

Heather wanted the committee to review the handbook, she updated the mission statement and value statement. Lisa stressed concern not going back to offering few classes on line, they want to continue to offer more online courses in the future. Heather agreed with Lisa, and the survey results from the students showed more online courses need to be offered. Lisa agreed and feels we need to put students first and listen to them if that is what they are seeking. Heather asked the committee how the first page looked. She typed it from the website and then obtained the mission statement from the DC committee.

Joy also announced Carol’s new position as Faculty Pedagogy Liaison for Distance Education/Online Instruction. Heather shared the actual document with the committee, and made it editable, and informed them that they are welcome to make any edits or contributions to the document. The DC committee will still continue to ask for a Full-Time Coordinator. Lisa Storm suggest a friendly presentation of the Handbook to the Senate would be fine before it is up on the website. Heather asked for approval from the committee to go ahead and take this to the academic senate. Lindsey moved the motion to approve the handbook be presented. However, it is done on consensus status not a motion, and committee gave consensus.

Heather now wants to move on to the DEC summary and review with the DEC committee. Lisa suggested adding the number of OER or low-cost textbooks increased by a particular number, which Heather will determine at a later time. Heather also asked the committee if she can add expanding the DE Academy prior to each semester, and committee agreed. Lisa also asked if the committee reads the summary later, if they can email Heather suggestions, and Heather agreed yes. Heather doesn’t think the committee needs an additional meeting in May, however, would like to have the summary completed, so she can present it to the Academic Senate, either at the same time as the handbook or in separate meeting. Heather informed everyone that the guest speaker for today’s meeting will not be able to make it after all. Heather also informed the committee that she is going to put all of this on the canvas shell for everyone to look at and the deadline is going to be April 30th for anyone to make any recommendations, comments, or adjustments that way she can take it to Academic Senate. Heather asked the committee if they feel they need an additional committee meeting in May. The committee suggested no they do not need another meeting. Heather informed them the next meeting will not be until September 21, 2021. She asked the committee as the chair what she should be looking or doing over the summer, they didn’t have any suggestions they suggest she just relax and take the summer off.

**Meeting Adjourned: 1:49pm**