Distance Ed Committee  
10/14/14  
1:00-2:00 pm in A 116  
Final Agenda

I. Call to order (2:00 min)

II. Review and Approval of Minutes
   A. 9/9/14 Meeting  
      http://www.hartnell.edu/agendas-minutes-and-documents-7  
      Meeting Minutes reviewed and approved.

III. Comments/Announcements
   A. Update on Counseling representation on DEC – Tina  
      Liz Estrella volunteered for the committee and her name has been forwarded to  
      Academic Senate for confirmation.
   B. OEI – Proposals submitted on 10/8  
      Both Lindsey and Tina had proposals accepted and given priority A. If anyone else  
      would like to submit proposals, they are still being accepted.

IV. Discussion Items
   A. Attendance Policy Follow-up – Renata  
      No update at this time. Renata will follow up before the next meeting.
   B. Revision of DEC Handbook Page  
      Handbook page had some revisions and will be discussed again at the next meeting.
      Classified Senate has been removed. Mission Statement is incorrect and needs to be  
      replaced with Hartnell College mission statement.
   C. Online Proctoring – Renata  
      Students are not being informed they need to have exams proctored. This will be  
      discussed at the Dean’s Meeting. Renata will speak with Shannon Bliss about proctoring.
      Lisa said OEI will offer free online proctoring and out-of-state students should be able to  
      get online proctoring at their college.
D. Student Readiness Survey
http://www.hartnell.edu/distance-education

Student readiness survey was reviewed by the committee. No action at this time.

E. DE Faculty Survey – Renata/Megan
Survey has been sent out. Megan will share results at next meeting.

F. Flex time requirements for online instructors
Tina followed up with Pam Wiese regarding the flex time requirements. According to Pam, no clarification or changes have been made to the activities that would count for flex time for online instructors.

This will have to be clarified through negotiations.

V. Action items

A. DEC Webpage and Content – Review and approve
http://www.hartnell.edu/distance-education-committee

A few changes are needed. To be discussed and reviewed at the next meeting.

- Remove term expires dates
- Add Mai-Britt Kim's email
- Add note at bottom of membership page stating if interested in joining DE Committee please contact Tina Esparza-Luna.

VI. Adjournment