

MINUTES OF THE DISTANCE EDUCATION COMMITTEE

3/11/2026 meeting

1. Elect a chair. Official start date with 10% reassigned time Fall 2026. Next meeting. Notify all members that it will be taking place.
2. Governance vs operations (Policies and practices vs implementation): DE Committee vs DE Coordinator vs DE Dean vs Instructional Designer vs IT staff
Committee revised current charge of DE committee (from Senate bylaws):

SUGGESTED CHANGES:

The Distance Education Committee functions to develop policies and procedures as well as promote practices that contribute to the quality of distance education at Hartnell College. With the understanding that faculty should have the primary responsibility for developing policies and promoting distance education practices, the Committee promotes ongoing faculty development and supports innovative application of technology and methodology to create accessible, inspiring, and measurably effective learning opportunities for an increasingly diverse student population.

The Committee makes recommendations to the Academic Senate regarding policies and plans for all aspects of distance education. The Committee collaborates with campus constituencies to support distance education.

Responsibilities:

In order to meet its responsibilities, the Distance Education Committee will perform the following functions:

1. Provide a forum for dealing with evolving issues in distance education, hybrid, and web-enhanced courses and disseminate information about these issues to the campus community.
2. Develop a comprehensive Distance Education Plan, monitor progress, and update the plan regularly.
3. Support faculty in development and delivery of online courses by creating an annual framework and plan for facilitating faculty professional development opportunities.
4. Establish and maintain best practices for online course delivery and recommended skills for teaching online.

5. Make recommendations to the Academic Senate, and other standing committees of the senate regarding distance education and other online delivery of instructional material.
6. Ensure that DE Committee activities and actions are documented.
7. Conduct an evaluation of the effectiveness of the Committee each accreditation cycle and distribute results to appropriate stakeholders.

5. RSI Refresh training March 20

6. Trav's suggestion: Students get Canvas notifications every time there is a new post in an online discussion to which they have posted. Many don't realize they can unsubscribe or turn those notifications off. I recommend that we consider changing the default Canvas notification settings so that students won't each get dozens (potentially hundreds) of unwanted Canvas notifications. As an alternative, we could provide instructions to students regarding the steps they can take to adjust their notification settings and to unsubscribe from discussions. Actually, faculty members might also be struggling with unwanted Canvas notifications. Perhaps any changes and communications should be directed toward them as well.
 - a. This is the role of the committee to request changes. Question about which notifications are connected to one another when the change is universal. Also, ensure that all faculty members have information in the intro module so that students can learn about notifications settings.
 - b. Potential for creating templates for various pages in an introductory module. Recommended template update for syllabus module, getting started module.
 - c. College needs instructional technologist, instructional designer, Canvas administrator—all need to be part of the committee.