

MINUTES OF THE DISTANCE EDUCATION COMMITTEE

4/8/2026 Meeting

Elect chair for committee. There is 10% reassigned time already available for the chair (approximately 4 hours per week for 16 weeks) Nancy Wheat and Jason Hough will co-chair.

DE Committee Charge from last meeting (see below)–Ready for 4/28 and 5/12 Senate meetings?

Work on the PPA for DE. Ana will put into her DE PPA and send Kelly a draft. Instructional Designer (put forward for FTPPC process in fall semester) **New fulltime faculty position**. (Second priority in personnel)

DE Coordinator 100% reassignment (First priority for personnel) – We need this for fall!

- role of providing leadership and guidance,
- statewide meetings: OEI-CVC, POOCR norming meetings, DE Coordinator meetings
- Attend online teaching conference,
- be POOCR certified
- Handle technical aspects of Canvas for faculty needs (faculty Canvas administrator)

Position (100%) could be split to 60% and 40% reassignment for two people. Would allow for collaboration and also would allow for a PT professor to fill one of the positions. Also would be a collaborative job that would lead to better outcomes than with just a single person responsible for all of them.

RSI recommendations coming. That will support the need for DE Coordinator and Instructional Designer. We will try to get the existing but unfilled position committed to for next year AND will put into the PPA to justify and also for future funding.

Other needs: professional development (conferences, mileage, food, supplies)

Next meeting will be May 13 in person only. Location TBA.