

# Distance and Online Education Committee Meeting Minutes

November 18, 2013 – 1:30-3:00 p.m. – AGB 106

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Members Present: Allison Camelot, Patty Evans-Wallin, Patti Flanigan, Caroline Gee, Scott Howlett, Jenny Langrell, Nicole Major, Joyce Quade, Valerie Senior, Pat Sullivan, and Ken Woodward

**The DE Committee is an open committee and anyone is welcome to join.**

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## Review of Minutes

- Please review the minutes from October 21, 2013 and let me know if there are any additions or corrections.

## Goals 2013-2014

- We will add the following goals:
  - Review AR 6112 for possible update and modification.
  - Explore and create a Saddleback College Testing Center for online and face-to-face for students and community members.

\*\*Note: To include the coordination of online proctoring services.

## Online Education Workgroup – Guidelines, Procedures, and Learning Opportunities

- Patti shared the overview of the workgroup –
  - New website to disseminate information:  
<http://www.saddleback.edu/oelr/online-education-guidelines-procedures-and-learning-opportunities>
  - One of the goals of the workgroup is to develop an online handbook for faculty.
  - Research and review – best practices for what are other colleges doing
  - Possible Colleges for Research: Cerritos, Coastline, Mira Costa, Santa Monica and Pasadena
  - More faculty from the DE committee will be joining the workgroup
  - Patti will send out an email with the information regarding the next workgroup meeting
- The committee will review AR 6112 and the *Guide to Evaluating Distance Education and Correspondence Education* from ACCJC for discussion during Spring 2014.
- Evaluation of Online Classes – Discussion – on hold

## Ongoing Issues

- **Curriculum**  
Review of DE Curriculum – Discussion – on hold

- **Institute for Teaching and Learning/CIDDE – Direction and Staffing Needs**

A discussion took place regarding possible ways to continue strengthening ITL/CIDDE and to reach more faculty. One of the suggestions was to create incentives for the faculty. Jenny will contact Roxanne and investigate possible grants for professional development. We also need to create more awareness about ITL/CIDDE and one way to approach this would be to have the deans bring it up, in division meetings, and all new faculty should be told about this resource.

We also discussed if there is a need to extend the CIDDE hours and we agreed to keep the CIDDE hours the same:

**Monday - Thursday 7am to 5pm**

**Friday 7am to 4pm**

- **Blackboard and Brownies/Bagels for Fall 2013-Professional Development Activities** <http://www.saddleback.edu/oelr/professional-development>

**Faculty Mentor Program – ITL**

<https://www.saddleback.edu/asenate/itl>

**Online Tutoring**

**Blackboard Update**

- We are currently two service packs behind, and this upgrade will primarily be a “bug fix.” We will upgrade to SP13 after the holiday starting on January 9, 2014 and will be down between 24-48 hours.

**Next Meeting: January 14, 2014**