Distance and Online Education Committee Meeting Minutes
April 21, 2014 – 1:30-3:00 p.m. – AGB 106

Members Present: Anne Cox, Kathy Damm, Patty Evans-Wallin, Caroline Gee, Jenny Langrell, Brett Myhren, Joyce Quade, Pat Sullivan, and Valerie Senior

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

Review of Minutes
- Please review the minutes from March 17, 2014 and let me know if there are any additions or corrections.

Online Education
- **Faculty Coordinator for Online Education**
  Patti is working with the administration to create the Faculty Coordinator for Online Education (12 LHE or OSH) position starting next year 2014-15. The idea of having this type of position has been around for many years, and recently support for this position has grown. This position has not been finalized, but the handout lists many of the representative duties that this person or persons would become responsible for. Currently, the DE Chair is responsible for some of the duties outlined, but additional duties have been added.
- **Compliance Standards and Accreditation**
  Compliance standards primarily deal with the C2 & C3 forms and knowing what courses and faculty have been approved to teach online. Patti has been working closely with Karah and Kris to resolve all of the problems related to the C2 & C3 form, making the process easier to understand and more transparent. Also, they are working on creating an online C2 form, which they hope will make things easier for faculty.
- **Spring 2014 – Statistics**
  Patti shared statistics regarding online instruction for Spring 2013/2014. It appears the number of online students has increased this Spring 2014 over Spring 2013 slightly.
- **Training**
  The following are some possible training opportunities to help faculty learn something new or for those that may be new to online instruction. At this time, these are just some suggestions and the actual training that will be offered may change. The training workshops will be for any faculty members that are interested.
  - 8 hour workshop on best practices in online instruction, including how to create a good syllabus, how to use new tools in Blackboard, etc.
  - First Semester Orientation for all faculty new to teaching online at Saddleback College
  - Summer Orientations for New Faculty

Curriculum

- There are still ongoing issues with curriculum. The process and when faculty are approved to teach online. This issue has been discussed with the Curriculum Chair, however, it is unclear at this time if there have been any changes to the approval timeline.

Blackboard

- **Social Networking**
  The DE Committee needs to establish a social/media use policy prior to making social networking features available in Blackboard.
- **E-Portfolios**
  E-Portfolios will not currently work for us through Blackboard.

Ongoing Issues

- **AR 6112 - DE Regular Effective Contact**
  Possible language for the "Content Delivery" section of AR 6112 was discussed. We looked at the language that came directly from Title 5. We discussed the possibility of having a minimalist version with only Title 5 language or adding additional language. The discussion regarding AR 6112 will continue on our campus and at the district level.

Next Meeting: Fall 2014