

LOS MEDANOS COLLEGE

Minutes

Purpose: Distance Education Committee Meeting

Location: Library Conference Room L-106

Date/Time: March 3, 2014 1:00 – 2:00 PM

Present: Kim Wentworth (co-chair), Clayton Smith (Co-Chair), Rikki Hall, Kevin Horan, Mary Oleson, Kirsten Martin, Christine Park, Penny Wilkins, Debbie Wilson

Agenda Topic	Outcome
1. Announcements	New information on academic integrity and financial aid fraud: http://wcetblog.wordpress.com/2014/02/26/financial-aid-fraud/
2. Approval of agenda and minutes	The agenda was approved. The minutes for February 3 were not available. They will be reviewed at the March 26 meeting.
3. District Distance Education Coordinators	A meeting has been scheduled to define the roles and charges of the LMSTF and the District-wide DE Chairs Committee. The Chancellor would like the District to offer a completely online degree. The district and individual colleges are working on a strategic plan.
4. Policy on manually adding people to D2L course sites	The draft policy was revised to combine two of the bullet points and remove the reference to state law in prohibiting auditing a course.
5. D2L Training/Support update a. District website	The District D2L training/support site is now funded through July. District DE Chairs and Debbie Wilson will meet 3/12 to create an action plan. Debbie Wilson and Mario Tejada will be completing the work with input from the DE Chairs of each college. The LMC Distance Ed Committee web pages continue to be updated. Requests for D2L training have abated. To be sure that faculty are aware that this is still available, a notice will be sent to all faculty.
6. Online Supplement Forms a. Computer Science 080	Recommended for adoption by the Curriculum Committee with minor changes.
7. Online Supplement Form revision	A draft of the revised online supplement was presented to the GE Committee at their meeting of February 21. They are concerned that the speaking component in an online section needs more detail about how it is conducted and assessed. The consensus of the Distance Education committee was that sufficient detail is contained in the course outline or record and to be detailed beyond that in the online supplement would be overly proscriptive. The DE chairs are still working with the GE Committee to resolve this issue.

Next Meeting Monday, March 24, 1:30 PM to 3:00 PM CO-420