

# LOS MEDANOS COLLEGE

## Distance Education Committee Meeting Minutes

Location: Office of Instruction – Room 420

Date/Time: 9-10-12 1:30 – 3:00

Attendees: Linda Johnson, Chair, Tawny Beal, Debbie Wilson, Clayton Smith, Kirsten Martin, Laurie Huffman, Mary Oleson, Elaine Chapman, Eng Saw, Mike Becker, James Kolthoff and Margaret Herstein, Note taker.

Agenda Topic	Outcome
1. Announcements:	<ul style="list-style-type: none"> <li>• Welcome everyone!</li> <li>• Laurie will represent Distance Education at TLC for this semester.</li> <li>• One meeting will be added, October 1<sup>st</sup> to be sure we can review curriculum and meet deadlines.</li> </ul>
2. Agenda and Minute approval.	<p>Agenda approved with some adjustment to order. (M/S:Wilson,Huffman) Minutes of May 7, 2012 approved. (M/S,Martin,Wilson)</p>
3. Online Supplement Review	<ul style="list-style-type: none"> <li>• <u>ENGL 133</u>- Approved with corrections. (M/S;Huffman.Smith) Corrections :               <ol style="list-style-type: none"> <li>1. #3A – Discussion board – typo's corrected and what are the specific number of posts per week?</li> <li>2. #g-Other – Add response from instructor will be within one business day.</li> <li>3. CSLO #1 – What is the oral component you will use, how are you assessing?</li> <li>4. CSLO #3 – What is the oral component you will use, how are you assessing?</li> </ol> </li> <li>Ask author for revision and forward to GE committee.</li> <li>• <u>HIST 029</u> –Approved with corrections. (M/S;Huffman.Wilson) Corrections:               <ol style="list-style-type: none"> <li>1. Section I -The percentages do not add up for the course. What are the 9 Face-to-face hours? What are they?</li> <li>2. 3. a. discussion board: define the responses of the students – 2 or 3 per week? Instructor will respond within one business day not 1 to 2.</li> <li>3. 3.b email – same as above – instructor will respond within one business day not 1 to 2.</li> <li>4. 3.g other – Need to define the digital video and web cam statement. Is the Mid-Term and Final digital drop box optional?</li> <li>5. CSLO # 1 – What are the number of posts and how will the student present the oral component? Change "will have an opportunity" sentence to "be required to".</li> <li>6. CSLO # 3 – Define the number of responses/posts and add sentence regarding while assessing this CSLO the student is required to.....</li> </ol> </li> </ul>

	<p>7. CSLO # 4 – Define the number of responses/posts.</p> <p>Ask author for revisions and forward to GE committee.</p> <ul style="list-style-type: none"> <li>• <b>COMSC 125</b> – Approved with clarification to 3.a – the number of posts will be 2 to 3 times per week. (M/S; Wilson, Martin)</li> <li>• <b>MATH 034</b> – Motion to return supplement to author for revision and review it again at the next Distance Education meeting. The revisions are as follows: <ol style="list-style-type: none"> <li>1. 3.a. –students should be submitting 3 to 4 x per week based on 4 unit course.</li> <li>2. 3.b. – Answer within one business day not 1 to 2.</li> <li>3. 3.e. – Clarify number of hours for face-to-face – 10 percent doesn't add up.</li> <li>4. CSLO # 1 – "study – spelling? <i>Multitakers</i>?</li> <li>5. CSLO # 2 - 1 group project? Clarify how group is assessed not just the mode.</li> <li>6. CSLO # 3 and CSLO #4 – Authentication must be LMC college mode – BB or Desire to Learn – not "MyMathLab" etc. (Accreditation standard).</li> </ol> </li> </ul> <p>Return to author for revision. Have author return for approval.</p> <ul style="list-style-type: none"> <li>• <b>CHDEV -096</b> – Motion to send back to author for revisions. Revisions: <ol style="list-style-type: none"> <li>1. 3.a – instructor will respond within one business day. Discuss how the experience will be assessed?</li> <li>2. 3.b. – instructor will respond within one business day.</li> <li>3. 3.d. – Must have a phone number that student can leave a message and is responded to within one business day.</li> <li>4. CSLO # 1 – How will you communicate "online leadership" – show the method – demonstrate and define the skills for online.</li> <li>5. CSLO # 3 – How do you share the discussion?</li> <li>6. CSLO # 4 – "Use" – change to "develop". What is the timeline?</li> </ol> </li> </ul>
4. D2L – LMS update and FLEX	Mike announced to attend the College Assembly today to learn about "Desire to Learn" the new LMC LMS. There will be trainings to follow.
5. Substantive Change Proposal	Debbie needs our help to write the proposal due in October. Please visit the InSite Portal for the Substantive Change committee and review the draft. Clayton will prepare a "history of distance education" narrative and response and forward it to Debbie. Please read through this document and provide feedback and if Debbie has emailed you, please respond. There are many items on the list that still need evidence and response.

**Future Agenda Items: 508 Compliance; Substantive Change Proposal.**