

Present: *Louie Giambattista, Chair*; Christina Goff, Paula Gunder, Morgan Lynn, April Nogarr, Tue Rust, Veronica Turrigiano, Penny Wilkins, Debra Winkler, Trinidad Zavala, Rikki Hall, Nikki Moultrie, Ryan Pedersen, Nancy Ybarra, Eileen Valenzuela, and Grace Villegas, and Shondra West (Note taker)

Absent: None

Guest: Luis Zunga

Meeting called to order: 2:33 pm Location: Zoom Meeting (414-235-4677)

CURRENT ITEMS

1. Announcements & Public Comment:

Luis shared updates concerning the distance education (DE) committee online form, such that Nancy expressed due to COVID-19 summer courses will be offered remotely online and will need to complete the new distance education online form.

Josh shared that the new form is great, which the DE committee members did a wonderful job working on it. Furthermore, Josh's email previously sent to the Curriculum Committee (CC) outlines the requirements why a curriculum emergency meeting was needed to move forward with offering summer remotely. Inasmuch, Josh shared assisting the committee with their ongoing efforts to update the committee charges, notwithstanding the emergency faced with transitioning the college courses online.

2. Approval of the Agenda

Action: Approved with amendments (M/S: Nogarr/Wilkins); unanimous

Morgan suggested adding an agenda item regarding Curriculum Committee's (CC) process to review and approve the new DE form; more so developing an approval timeline.

Amendment: Add Morgan's recommendation to agenda item 3.

Approval of the Minutes:

Action: None

3. Proposed: Online Course Addendum form to replace the current Online Supplement form

Action: Approved (M/S: Lynn/Nogarr); unanimous

Penny presented on the new DE form, in which using the form will simplify the online process, such that the language used on the form aligns with Title V (TV) and accreditation requirements. Penny will provide a Zoom training session on how to utilize the form. Inasmuch, Penny continued to share the logistics of the form, which departments can use a single form indicating hybrid, 100% online, or both. Anytime a course would like to offer their final face-to-face (F2F), it's a hybrid course. Moving to the next section of the form, instructor to student contact, Penny provided detailed explanations outlining the requirements. For example, a checkbox method indicating the CSLO addressed regarding instructor to student contact. Next, Penny shared information about the regular contact among students, which the instructor determines which CSLOs align toward the student to student contact. Then there's the accessibility section; whereas, class materials and content are accessible via the disability act, 508, and the college learning management system. In the last portion of the form, the authors' signature is confirmation of adhering to Title V education codes (55204A & 55206). Penny shared that the DE committee will take on the responsibility of reviewing forms before submission for the CC approval. Additionally,

Penny recommends developing a best practice manual for anyone considering offering an online class.

Luis asked the question to Nancy, will the responsibility of determining which courses to convert online rest on the departments? Nancy confirmed that an email was sent to all Department Chairs such that they would like to convert their courses online for summer.

M. Lynn motioned, and A. Nogarr seconded to approve the distance education form followed by discussion:

- Paula asked if the forms are being implemented long-term outside of the summer circumstances, such that the instructor and student interaction portion is agreed upon by the department chair and faculty member for consistency.
- Nikki shared utilizing eLumen workflow ensures review of the form by several colleagues; author, department chair, and dean before approval submission to CC. Furthermore, Penny shared that the department chair must sign the form.
- There is an emergency blanket approval from the Chancellor's Office to offer courses online for Spring 2020 and potentially summer, whereas the DE form is not required.
- Paula asked about compensation to complete the form, such that adjuncts typically teach summer and that being the case having the department chair complete the form.
- Morgan and Luis expressed concern about the turnaround time to complete the form and build the summer schedule and curriculum.
- Veronica shared experience as an adjunct completing course documents for departments, such that the department has been supportive; whereas, other departments should accept adjunct faculty input. Furthermore, Morgan shared that there's a line item for an author, which could be an adjunct, full-time, or department chair, such that the secondary signature is that of the department chair.
- The committee talked about the ease of completing the form in connection with faculty asking for assistance when they are unfamiliar with online teaching.
- Nancy had referred the committee to read the email notice about converting F2F summer courses to 100% online, or cancelling it altogether. Resources may be available to offer training to those that will convert their courses dependent on funding.
- The committee agreed to schedule a special meeting on April 8th which this date will impact the turnaround time to complete and submit the DE forms. Additionally, Louie shared that having a discussion about the eLumen workflow process to approve curriculum documents. Furthermore, online forms approved by DE will be added to the curriculum consent agenda. Penny will have a discussion with Laurie about developing a DE timeline when departments should submit forms prior to the April 8th meeting. Additionally, student resources are available remotely over summer.

Adjourned 4:26 pm

Next Meeting Dates:

Spring 2020: April 8, 15 & 29, May 6