Distance Education Ad Hoc Committee Minutes
Thursday, December 6th, 2016 12:30-1:30 p.m. Board Room
Minutes

ATTENDANCE
Mandeda Uch
Jasmine Phillips
David McPatchell
Jennifer Hill
Kent Schwitkis
David Maruyama
Asama Said
Ruth Roach
Nikki Williams

I. New Business

- **Ad Hoc Committee Purpose**- Williams discussed the purpose of the ad hoc committee. We are tasked with coming up with a new faculty handbook that clearly lists minimum standards for all online courses. We will use other college models to design our Distance Education Faculty Handbook. We will begin the process by looking at Title 5, Section 55204.

- **Title 5, Section 55204**- Points of Clarification
  
  i. **Course Announcements**- course announcements are considered meaningful contact when supplemental announcements are added to the course. This does not include weekly reminders and announcements containing corrections to course content.

  ii. **Instructor Created Modules**- When an instructor is using content that is not originally authored, at minimum, they must provide self-authored introductions.

  iii. **Content Delivery**- We will create a category of the handbook labeled “content delivery” which will include podcasts, webinars, and screencasts.
iv. **Feedback** - This will include: comments on assignments, rubrics with personalized feedback, and suggestions for revisions

v. **Discussion Boards** - Included in this section is a breakdown of minimum standards for course discussion boards.

1. How many boards? Minimum of 8 boards
2. How many individual responses? No decision has been made yet
3. Quality of response - The response will be substantive with discipline content. There should be evidence of instructor guidance during the discussion forum at least one per discussion board.

vi. **Private Messaging** - Should be initiated by the instructor. This should also include outreach opportunities. Private message should include responses with substantive feedback and coaching.

II. **Next Meeting**

- This is our only meeting of the fall 16 semester since it is the end of the semester. We will not meet during winter session since many faculty are not on campus and it would not be a good representation for departments. We will resume meetings in March to consult on the first draft of the handbook.