



Distance Education Committee Meeting Minutes

Date: Tuesday, October 24th, 2023

Location: AC 229 and [Zoom](#)

Present: Maria Coulson, elle dimopoulos, Andy Haber, Stacey Lince, Jessica Park, Emily Schaefer, Kathleen Smyth, Cari Torres, Erik Dunmire, Rachel Klein

Absent: Joshua Kas-Osoka, Burton Schane, Dong Nguyen, Cara Kreit

Agenda: Approved

Minutes: Approved

Meeting Topics

October 10 meeting canceled.

- IR&D update
 - Maria was approved for IR&D to teach a dual-delivery MATH 115 course in AC 245 in Fall
 - This will not be true hyflex
 - Will have a one day a week mandatory Zoom and/or in-person meeting
 - Maria should go to curriculum to give them an FYI
 - This is a pilot
 - Course is hidden in the schedule right now. One will be fully online late start, the second will be dual-delivery.
 - Will have an attendance policy
 - Students will be notified that they are part of a pilot
 - Andy is excited to get this going. Would like to meet with Maria and Stacey to do some trial runs. Over break
 - Will need project from ipad.
 - Erik Dunmire says Jeff Yates is interested in doing a hyflex version in computer science assuming Maria's pilot is successful
 - Pilot will inform DE policy
 - Jessica noted that Anthro 101 and 102 are also viable. Just needs to
 - Maria is flicking the rock out of the way and water can flow.
- AI Watch party
 - How to write a chat GPT policy.
 - Kathleen felt the webinar was a form of torture because it is uninteresting and not something worth faculty time.
 - We are cancelling viewing as a "party"
- DECO update

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- Chad Funk from Chancellors office
- ZTC and classes are being offered through @One in PL
- \$500,000 devoted for research in DE
- 100,000 more DE sections post-Covid
- Praised DE coordinators and heavy lifters for work accomplished
- CVC-OEI three year plan to support
- They are still looking to hire a team to teach PL classes
- DECT Grant: Preferred vendor still on hold
- Zoom: Notes and white board features added
 - Do we need to do a training on that?
- DECT Grant/Captioning
 - Submit to reimbursed
 - We are using Verbit
 - Submitting 2000 minutes to Verbit for processing. Will need to pay them and then be reimbursed through the grant.
 - Need to do a Spring Flex on captioning and video storage

POCR badging

- Should we add a badge to the catalog for those courses that have passed POCR?
- Do students know the difference between badged courses?
- Using the badges makes consistency across all colleges in the system – such as ZTC/OER
- Would need to go to senate
- According to the MOU by 2025 all will meet the standards. We can put a blurb. Whatever is in the schedule is POCR'd anything that doesn't align won't be taught.
- Publish/Conclude courses
 - Issues with incompletes
 - Confusion across the college about publishing and student access
 - More tickets
 - Reason behind concluding is due to Academic integrity issues
 - Meet with Canvas to see what we can do by default to restrict access
 - Is there a more effective way to communicate to students about locating their courses?
 - Put information in the welcome letter

Action Items

- Stacey to meet with Instructure on default settings for course restrictions.

Adjourn: 11:58

Next Meeting: November 7th, 2023