

# Distance Education Committee Meeting Minutes

**Date:** March 12, 2024

**Location:** AC 229 and [Zoom](#)

**Present:** elle dimopoulos, Stacey Lince, Jessica Park, Kathleen Smyth, Cari Torres

**Absent:** Maria Coulson, Erik Dunmire, Andy Haber, Joshua Kas-Osoka, Rachel Klein, Cara Kreit, Emily Schaefer, Burton Schane, Dong Nguyen,

Agenda:

Minutes:

Recertification

- How do we keep faculty current and certify their POCR status after a period of time?
- Needs to be part of our policy
- Need to have something formal and concrete
- Legacy faculty are doing there's now
- Everyone needs a refresher on something, accessibility, etc.
- Need to survey faculty, what are your weaknesses, what do we perceive as your weakness
  - How can we get them to be more excited and committed to
- Looking at 25/26 have specific flex activities that are mandatory
  - Need to build in accountability
  - Need to determine how often?
  - Peer review activity where they review each other's courses using the rubric
  - Verification of completion will be needed
  - Building flex activities that apply and can accumulate
- Attendance at OTC. Go to PRAC to add registration fee to budget
- First step is to revise policy and involve senate

STAC/STARTe

- Stacey, Cari and Patrick are meeting to discuss ConexED/Cranium café
- Will send final approval to DEC
- Reviewed memo from CCCC about how items not on the form are funded (ie, Canvas, Studio, Support, PlayPosit)
- Need a formal process for adding technology/apps
- SAS has been trying to get Read/Write out of SAS budget because it is a design tool, put has been getting pushback
- Went to PRAC last year to ask for an official process
- Use the software questionnaire form when schedules are turned in

Distance Education Committee

COLLEGE OF  
**MARIN**

- Ticket is generated for review and implementation with the form attached
- Will review the current software questionnaire form for edits

DE PLAN

- Almost finished
- Working on budget piece
- Will add planning for recert and software/apps into the budget

Action Items

- Canceling 3/26 meeting. Member to review DE Plan, STAC/STARTE Form, Software Questionnaire. All due 4/9 for voting/implementation

Adjourn: 11:55

Next Meeting: April 9<sup>th</sup>, 2024