



## Distance Education Committee (DEC)

Date: Tuesday, February 11, 2025

Time: 11:00am-12:00pm

Location: AC 303 and [Zoom](#)

Attendees AC303: Maria Coulson, Stacey Lince, Kathleen Smyth, Cari Torres

Attendees Zoom: Carl Freschl (AC105), Joshua Kas-Osoka (home), Ingrid Kelly (AC331), Rachel Klein (SS 206), Cara Kreit (AC329), (AC303), Jessica Park (home)

Absent: Erik Dunmire, Andy Haber

### Meeting Minutes

1. Call to order
  - a. Meeting was called to order at 11:03 AM
2. Approval of agenda
  - a. Agenda approved
3. Approval of minutes from 12/03/2024
  - a. Minutes reviewed and approved
4. Discussion items
  - a. Brown Act Compliance
    - Maria Coulson, AS president, presented the Brown Act compliance requirements for the Distance Education Committee, including the need to have a quorum of members physically present
      - The district is cracking down on noncompliant committees
      - Discussed ability to participate remotely using the "just cause" exemption, and the requirement for roll call votes if any members are participating remotely.

- Reviewed specific rules around disclosing remote locations and the limitations on the number of times members can use the just cause exemption.
  - Individuals can participate via zoom 5 times per year, but must disclose their physical location (including home address)
  - Minutes and agenda requirements also discussed.
- b. DE Coordinator position
  - Discussed posting of Distance Education Coordinator position
  - New coordinator will need to be on campus for meetings due to the Brown Act requirements.
  - Agreed to involve the new coordinator in deciding the meeting schedule for the fall semester.
- c. In-house online teaching and design course
  - Reviewed plans for the in-house online teaching training course, which will have faculty build out their online courses concurrently with taking the training.
  - Discussed setting firm deadlines for course completion, providing more hands-on support and mentorship, and potentially requiring a refresher course every few years to keep faculty up-to-date on changes.
  - Discussed the challenge of identifying enough qualified online teaching faculty, especially for high-enrollment departments.
  - Reviewed the current list of faculty who have completed the POCR process
  - Agreed to consider requiring a refresher course for those who took online teaching training more than a couple years ago.

5. Adjourned at 11:35 AM
6. Next Meeting: Tuesday, February 25, 2025