

DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY DECEMBER 9, 2019, 3:00 PM – 4:30 PM

MEMBERS PRESENT: Scott James (Co-Chair); Marilyn Flores (Co-Chair); Amanda Carpenter (Secretary); Alana Gates; Sergio Rodriguez; Daniel Oase, Seth Daugherty, Cari Cannon; Alicia Frost; DeAnna Martin, ASG Student Representative

MEMBERS ABSENT: Vivien Vu, Angela Guevara

DEPC MISSION: The mission of the SCC DEPC is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

AGENDA ITEM	DISCUSSION	ACTION
Comments for online courses in class schedule	Create one statement for online class to be displayed on WebAdvisor and the online catalog and course schedule.	Create a standardized comment section for Online and Hybrid classes. Scott will write drafts, send to committee and then send to senate. Sergio will then have IT remove old statements on WebAdvisor page, to replace with statements about Online and Hybrid courses.
No-show drop policy for online classes	<p>New Proposed Policy: Completing an assignment within 48 hours of the start date of the class may be required in order to avoid being dropped from the class for non-attendance.</p> <p>Up to instructor of how much of the course is to be completed for attendance.</p>	
DE Peer Review Role in Canvas (Observer vs. Student)	Faculty member can go into a classroom and observe someone and highlight areas they found commendable in course. Online courses have same process but online, so instructors need to be enrolled in the Canvas course with deans approval. They are enrolled usually for 1 day, up to 1 week. In the past the student role was used, but can cause certain issues such as they can participate in discussions. The observer role is not being used, which is the same as student, but removes communication from students and ability to post anything. It is a read only access.	Currently working to figured out a specific role where faculty can see discussions that are set up where students need to post first.
OEI POCR Process	Cvc.edu is a schedule of every online class in the state. SCC uploads .csv file nightly to sync with the CVC. Colleges that have online services such as online tutoring and online counseling, their courses will rise to the top. If a course has a Quality Review badge then it goes up to the top and that means it has been POCR reviewed.	
Adoption of OEI Rubric	Option two is reviewing the course through the OEI.	

Pronto Pilot	Pronto is an online chat feature for your class that SCC will be piloting. Pronto may be adopted by the OEI in the future.	
Review AR 4105 Distance		
DE Course Evaluation Tool and Future Recommendation		
Other	N/A	