

DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY SEPTEMBER 9, 2019, 1:30 PM – 3:00 PM

MEMBERS PRESENT: Scott James (Co-Chair); Marilyn Flores (Co-Chair); Amanda Carpenter (Secretary); Sergio Rodriguez; Vivien Vu, Daniel Oase, Seth Daugherty, Angela Guevara

MEMBERS ABSENT: Student (ASG – vacant); Cari Cannon; Alicia Frost; DeAnna Martin

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
Welcome and Introductions		
Review Mission, Membership, and Responsibilities	Updated mission statement and committee responsibilities, and membership.	Scott will forward on revisions to Senate
Elect Secretary; Archivist (public website)	Amanda volunteered to be secretary. Marilyn suggested adding membership on new hire Digital Media Specialist to committee and assign them as archivist.	
New meeting time and mode (Scott)	Proposed change to meetings being once a month in person rather than online. The online format will be revisited once the committee is up and running. New time was proposed for the second Monday of every month from 3:00PM – 4:30PM.	Scott will confirm timing
WebAdvisor Replacement (Sergio)	WebAdvisor will be replaced fully as of 2021. Implementation will begin this Fall. Branding is being worked on for the new system, as far as name, and other details. The rollout will consist of starting in summer since it is a lighter semester then a full roll out in the Fall with both systems in parallel.	
OEI Update and POCR options (Scott)	<p>Cvc.edu is now available online for students. All of the online courses at community colleges are located on the site. If a student wishes to take a course from another campus they will be sent to the campus webpage to fill out an application; in the future there are hopes to streamline that process so they don't need to fill out another application. SCC is top 5 in the state on this site due to Communication courses, as well as Math courses.</p> <p>Faculty are taking the @One POCR course. POCR stands for Peer Online Course Review. Discussed different types of POCR processes.</p>	SCC will establish a local POCR process
DE Faculty Handbook, Review and Revise (Scott)	DE Faculty handbook needs to be updated and revised.	Committee members will individually review, and will discuss revisions and updates next meeting.
DE Policy Review (Drop Policy/Online Teaching Certification) (Scott)	Will cover next meeting	
DE Addendums (Scott)	Will cover next meeting	
Other	N/A	