

Distance Ed Committee
10/14/14
1:00-2:00 pm in A 116
Final Agenda

I. Call to order (2:00 min)

II. Review and Approval of Minutes

A. 9/9/14 Meeting

<http://www.hartnell.edu/agendas-minutes-and-documents-7>

Meeting Minutes reviewed and approved.

III. Comments/Announcements

A. Update on Counseling representation on DEC – Tina

Liz Estrella volunteered for the committee and her name has been forwarded to Academic Senate for confirmation.

B. OEI – Proposals submitted on 10/8

Both Lindsey and Tina had proposals accepted and given priority A. If anyone else would like to submit proposals, they are still being accepted.

Revision of DEC Handbook Page

Handbook page had some revisions and will be discussed again at the next meeting.

Classified Senate has been removed. Mission Statement is incorrect and needs to be replaced with Hartnell College mission statement.

C. Online Proctoring – Renata

Students are not being informed they need to have exams proctored. This will be discussed at the Dean's Meeting. Renata will speak with Shannon Bliss about proctoring.

Lisa said OEI will offer free online proctoring and out-of-state students should be able to get online proctoring at their college.

D. Student Readiness Survey

<http://www.hartnell.edu/distance-education>

Student readiness survey was reviewed by the committee. No action at this time.

E. DE Faculty Survey – Renata/Megan

Survey has been sent out. Megan will share results at next meeting.

F. Flex time requirements for online instructors

Tina followed up with Pam Wiese regarding the flex time requirements. According to Pam, no clarification or changes have been made to the activities that would count for flex time for online instructors.

This will have to be clarified through negotiations.

V. Action items

A. DEC Webpage and Content – Review and approve

<http://www.hartnell.edu/distance-education-committee>

A few changes are needed. To be discussed and reviewed at the next meeting.

- x Remove term expires dates
- x Add Mai-Britt Kim's email
- x Add note at bottom of membership page stating if interested in joining DE Committee please contact Tina Esparza-Luna.

VI. Adjournment