

Distance Education Committee  
 Minutes  
 5/12 /15, 1:00 p.m. – 3:00 p.m.  
 A116

**MEMBERS**

Name	Representing	Present	Absent
Maj-Britt Kimm	Adjunct Faculty	X	
Shannon Bliss	Administrator	X	
Renata Funke	Administrator, DE Coordinator		X
Liz Estrella	Counselor	X	
Vacant	CSEA		X
Carol Hobson	Faculty		X
Lindsey Bertomen	Faculty	X	
Jorge Sanchez	Faculty		X
Maria Teutsch	Faculty	X	
Pimol Moth	Faculty	X	
Rhea Mendoza-Lewis	Faculty		X
Lisa Storm	Faculty	X	
Tina Esparza-Luna	Faculty, Chair	X	
Peggy Mayfield Laura Lark	Head Librarian		X

**HARTNELL COLLEGE VISION STATEMENT**

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

**HARTNELL COLLEGE MISSION STATEMENT**

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

## ACTION ITEMS

1. Minutes for 5/12/15 approved

Tina EsparzaLuna

## INFORMATION/ DISCUSSION/ PRESENTATIONS

1. DE Specialist

Tina EsparzaLuna

DE Specialist needed for next year if anyone is interested in applying.

2. OEI

Tina EsparzaLuna

Readiness pilot will not occur during the summer. Laura and Megan will be meeting with Billy regarding this. Hopefully it will be ready by fall. Tina said everyone in OEI pilot will receive a login link to setup readiness course. Megan said summer instructors will need to send students the link and in the fall the system should automatically send it. Lisa said Distance Ed Summit is June 17<sup>th</sup> and she along with Carol Hobson and Cheryl will be attending.

3. Student Resources

Lisa Storm

An Online Student Resources tab will be embedded in Etudes which will direct students to the Hartnell College student resources page. Lisa suggested a how to log into Etudes link be placed at the top of the HC student resources page.

4. Regular and Effective Contact Policy

Tina EsparzaLuna

Pimol suggested it would be good to remind all faculty what it is. Tina suggests we review it and add more of Lake Tahoe's examples into the policy and take it to Senate. Tina will revise the policy.

5. DE Plan

Maj-Britt Kimm

DEC reviewed and revised sections of the DE plan. Items 8, 9 and 11 still need further revision. Maj-Britt will work with Renata on this.

6. Hybrid Policy

Tina EsparzaLuna

There is currently no hybrid policy in place. Shannon suggested DEC meets with Admissions and Records and scheduling to get information on definitions they are using.

7. DEC 2014/2015 Review

Tina EsparzaLuna

DEC reviewed the summary so that Tina may present it to Senate after this DEC meeting.

## OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Welcome Letter for DE Courses

Jennifer Grohol

Jennifer shared a welcome letter used by another college which provides information to students on how to be successful in DE courses.

## NEXT MEETING(S)

TBA

## ADJOURNMENT

Meeting adjourned at 3:00 p.m.

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