

Distance Education Committee Meeting

Date: October 11, 2017
Location: Academic Senate Office
Time: 12:30 (adjourned at 2:05 pm)

Members Present: Emily Bill, Sarah Master, Tom Folland, Karen Crozer, Milan Samplewala (for Debby Wong), Carole Akl (Resource), Al Ybarra (Resource), Tracy Harkins

Visitors: Ashley Sparks, Nick Minassian

AGENDA

Item #	Presenter (Time)	Topic	Purpose	Resource	Desired Outcome	Notes
1	E. Bill (<1 minute)	Call to order				Meeting called to order at 12:35pm.
2	E. Bill (2 minutes)	Agenda	Add, modify, or remove items		Approve agenda	Agenda approved with added item regarding missing DE documentation.
3	E. Bill (2 minutes)	09/13/17 Minutes	Approve Minutes		Approve minutes	Minutes approved.
4	E. Bill (10 minutes)	Department of Education Audit	Discuss findings at Southwest	S. Master	Develop plan to improve regular and effective contact	Discussed Department of Education's audit of Southwest and findings. Department of Education wants DE courses archived for 3 years including proof of regular and effective contact in archives. LAMC did not pay for Etudes archiving. Committee will likely recommend archiving of ITV Etudes courses since that option is still available to ITV. Emily will find out how much archiving ITV Etudes courses will cost before a recommendation is made to ITV.

5	S. Master (5 minutes)	Substantive change proposal	Update			<p>Sarah updated the committee about whether or not we need to do a substantive change proposal now that we offer more classes online at LAMC. Sarah reported that Isabelle communicated with a representative of the AACJC about whether or not we need to submit one and it was determined that we do not need to at this time.</p>
6	E. Bill (10 minutes)	Zero Textbook Cost law	Explain law and discuss ramifications	V. Bernal	Identify potential contract issues, recommend procedure for communicating textbook plans	<p>Vilma and Emily spoke about potential contractual issues related to the new ZTC law in which courses using free, digital textbooks must be marked in the online schedule of classes. Vilma said that the issues would mainly involve seniority for course assignments if a ZTC course requires a staff change and faculty are passed over on the seniority list because they do not use a free, digital textbook. Vilma will continue to consult with AFT about this matter, as it is not really clear what other ramifications are associated with this law. Vilma said that ultimately, it will affect the whole District and a clear policy needs to be developed.</p> <p>Emily mentioned that there are plans to create an OER taskforce on campus to support faculty who want to create ZTC courses.</p>

7	E. Bill (5 minutes)	Archiving Etudes Courses	Discuss need/process for archiving ITV Etudes courses	S. Master	Make recommendation about archiving Etudes courses	Combined discussion with item 4. Emily will get quote from ITV and report back. Sarah stated that the free workaround to preserve data from Etudes would be extremely time consuming and challenging. It is likely that the committee will recommend paying for the Etudes archiving, assuming the cost is reasonable.
8	E. Bill (10 minutes)	Transition to PeopleSoft	Discuss common issues, helpdesk policies	N. Minassian	Clarify login procedures & help desk role	Nick discussed how the transition to PeopleSoft has affected faculty. He shared a document he created which guides faculty/students/staff through the password reset procedure.
9	E. Bill (5 minutes)	Canvas Community Sessions & specialized trainings	Report on CC Sessions & TRC online course evaluation	A. Ybarra K. Crozer	Schedule specific trainings and dates	Karen reported that CC Sessions are going well and that the attendees of the TRC training seems to appreciate the information. Al will help us schedule more dates in the LRC for a few more CC Sessions this term.
10	E. Bill (5 minutes)	Mission Online Redesign	Update			The sub-committee for the website re-design has been formed. Members are waiting to meet until the Mission Online sub-pages are ready. Nick will follow up on this request.
11	E. Bill (5 minutes)	VeriCite	Update			Emily reported about ongoing issues with VeriCite's functionality. Mission has been invited to pilot a program in which VeriCite will be natively installed in our sub-account. This pilot should open sometime next week.
12	E. Bill (5 minutes)	Online Course Evaluations	Discuss options	K. Crozer		Karen scheduled a demo with EvaluationKIT! for late October.

13	E. Bill (5 minutes)	DE Large Class form	Discuss purpose of form and potential concerns	S. Master	Review form	The Committee discussed the new DE Large Class form. Some concerns about the form included vague language and the deadline for the form to be submitted. Members wanted to know if a list could be kept of those who agree to large class sizes each term. Vilma said the form could be discussed at the ZTC meeting scheduled for next week when she, Emily, Sarah, Isabelle, and a Senate rep will be discussing contract/DE issues.
14	E. Bill (10 minutes)	Load Policy	Discuss local 40/60 load policy	V. Bernal	Discuss current policy and determine if contractually allowed	Vilma said she has consulted with the local and District AFT Presidents and that the current 40/60 load policy seems to contradict the contract which does not dictate the modality in which a member meets their load requirement. The policy was “endorsed” by EPC in 2009, and Emily asked the committee what this meant and how we might go about addressing this possible contradiction with the contract. Members did not seem to know the best way to approach addressing this policy, so Vilma and Emily will look into it.
15	E. Bill (10 minutes)	Items from the floor	Questions, Comments, Announcements		Address concerns, disseminate information	Emily addressed some concerns she and Carole have about missing documentation for DE course approvals. Emily asked if the committee was comfortable with addressing and remedying these

						<p>documentation issues on a case by case basis. The group agreed that this seems appropriate.</p> <p>Jacob and Karen briefly shared about the document accessibility training they attended recently. They said it was very informative and it was an excellent hands-on training. Adrian announced that the Disability Summit is this Friday.</p> <p>Emily mentioned that it may be appropriate to offer a “Regular and Effective Contact” training at Spring into Spring.</p>
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Upcoming Fall 2017 Meeting Dates:

November 8th, & December 13th