	Meeting Materials:
Distance Education Advisory Committee Meeting Minutes 10/29/2019 Library East Basement Rm. 68	

Committee Members (*Attendees via CCC Confer)

- ☒ Elana Azose (EA)
- ☒ Kevin Degnan (KD)
- ☒ Sara DiFiori (SD)
- ☒ Mark Fields* (MF)
- ☐ Renee Galbavy (RG)
- ☒ Laurie Houske (LH)
- ☒ Kurt Hull (KH)
- ☐ Janice Pon-Ishikawa (JPI)
- ☒ Rhea Lewitzki (RL)

- ☒ Pete Marcoux (PM)
- ☒ Crystle Martin (CM)
- ☒ Mary McMillan (MM)
- ☒ Thomas Noyes (TN)
- ☒ Gema Perez (GP)
- ☒ David Reed (DR)
- ☐ Margaret Steinberg (MS)
- ☐ Lauralee Welsh (LW)
- ☒ Moses Wolfenstein (MW)

Guest Attendees

- ☒ Jean Shankweiler (JS)

Welcome

MW called the meeting to order and asked for revisions to the September, 2019 minutes. The committee had a brief discussion about plagiarism checking including software reviews being conducted by KD and agreed that it would be discussed further at the next meeting.

Discussion: Quality Focus Essay (QFE) Area 3 for Accreditation

MW welcomed JS to the meeting. JS provided background on the QFE – it comes out of the standards, and when writing sections of the standards we previously added improvement items. ACCJC took those items and tasked institutions with developing a multi-year project. Three areas for El Camino are metamajors, alignment grids (i.e. SLOs, PLOs, & ILOs) and enhanced program review for distance education. The project idea has passed the Council of Deans. Input sought from DEAC primarily on responsible parties, target completion, and anticipated outcomes. Project runs 5 years with a mid-term report in year 3 or 4.

The committee entered a brief discussion about PLO's. Focusing on DE enhanced program review, JS provided definition of tasks (e.g. courses passed through OEI review) vs. outcome of enhanced review protocol. Focus is on El Camino's DE program vs. a tool for departments to evaluate DE offerings (training, course development, standard for substantive contact, etc.). MW noted the OEI Program Review Rubric (in development) as a possible resource to consider in evaluating DE at El Camino.

KD noted the intersection with course evaluations. GP, MW, & KH provided background on the OEI course review process (as distinct from evaluation) including the Course Design Rubric, state level Peer Online Course Review (POCR) process, and the role local POCR could play in program review. The committee determined that for now the focus for quality review should be on fully online and hybrid courses, however the committee also agreed that % of use and kinds of learning apps in use does as foundation for long range goals for campus technology use. CM noted that DE does not currently do a program review distinct from LLR and that online course review is handled by the academic divisions.

Based on input from KD, KH, and PM, the committee recognized that separately there are issues with online course evaluation distinct from the question of DE program review. Specifically, evaluators may or may not have ever taught online or have a framework for evaluating online courses. The committee will take the topic up at a later date including the possibility of offering an online course evaluation workshop.

CM and MW agreed to draft additional content for the QFE and then solicit DEAC for further input. MW agreed to add the OEI Rubric and POCR to the November DEAC meeting agenda.

Discussion: 2019 Distance Education Institute Mini-Conference.

The committee discussed the upcoming Distance Education Institute Mini-Conference. MW noted that the date of November 15th has been selected to avoid conflicts with other events, and CM provided details about the 3 rooms reserved for the event. The committee reviewed the provisional event agenda, and RL suggested starting the event earlier at 8 a.m. (the committee unanimously agreed). Committee members PM and KD agreed to offer breakout sessions on working with Google Suite and plagiarism checking software (respectively). RL suggested that the committee adopt a theme for the event. The committee voted unanimously to adopt the *theme Achieving Equity Through Teaching with Technology* for the 2019 event.

Next Meeting: November 12th, 2019 1-2:00 p.m. – Library East Basement Rm. 68