

Distance Education Committee
Meeting Summary
November 9, 2011 Building 5, room 337

Members Present: Laura Demsetz, Ron Andrade, Peter Bruni, Lorrita Ford, Teresa Morris, Carolyn Fiori,

Guests Present: Susan Estes, Vice President, Instruction

Agenda approved without revision

October 12, 2011 meeting summary approved without revision

Committee Chair distributed documents related to evaluation of distance education courses (*Quality Scorecard for the Administration of online education programs, Online Class Observation form, Online Course Construction Checklist, Quality Matters Rubric Standards*). The committee reviewed documents and discussed making recommendations to the appropriate institutional committees for consideration as policies for inclusion in an evaluation instrument.

The Committee worked on drafting a document that can be used in evaluating online, hybrid and face-to-face courses. The work on the draft evaluation document will continue at next meeting.

The Vice President of Instruction provided an update on the hiring of an instructional course designer. The responsibility of working out the final language of the job description and desired qualifications will be left to the hiring committee. An individual from within the district will be sought who has similar discipline expertise in instructional design to be on the hiring committee.

The representative from the District Distance Education Committee reported that there were new guidelines from the U.S. Department of Education related to validation and verification of students enrolled in distance education classes. Language regarding the specific procedure utilized to verify a student's identity will need to be published in the appropriate online and print material.

Date of next DEC meeting: December 16, 2011 10 am – 12 pm, 5-337

Summary Prepared by: Ron Andrade, December 12, 2011