

**Distance Education Committee
Meeting Summary
December 16, 2011 Building 5, room 337**

Members Present: Laura Demsetz, Ron Andrade, Peter Bruni, Lorrita Ford

Guests Present: James Carranza, Chair Academic Senate

Scheduled Agenda tabled due to lack of quorum

The committee members present confirmed the schedule of spring semester meeting as the second Wednesday of each month. The meeting scheduled for January 11, 2012 was cancelled due to the college being on winter break at that time.

The committee chair gave an update on the status of the hiring of an instructional designer. A hiring committee has been assembled and a timeline for filling the position has been established.

The chair of the academic senate was present to discuss program review of distance education courses as part of the CSM DE Plan. There was a brief review and discussion of options related to program review and including evaluation of distance education course sections as part of the regular program review process. The discussion centered on adding language to program review requirements (section IV.C) which specifically requests that success rates for distance education courses be disaggregated and discussed in program review.

There was consensus that draft language would be put forward for inclusion in the ongoing process of reviewing/updating program review.

Date of Next Meeting: February 8, 2:00 pm -4:00 pm, 5-337

Summary Prepared by: Ron Andrade, January 11, 2012