

**Distance Education Committee
Summary Meeting Notes
October 12, 2011**

Committee Attendees: Madeleine Murphy, Laura Demsetz, Laura Skaff, Ron Andrade, Peter Bruni, Lorrita Ford, Eileen O'Brien, Teresa Morris, Carolyn Fiori, Allie Patawaran

Guests: Susan Estes, Vice President, Instruction

This was the first meeting of the DEC for AY 2011-12. For members that were new to the committee everyone introduced themselves briefly before moving on to the agenda items.

Copies of material for background information and to bring committee members up to date on the Distance Education Committee Institutional Plan for Fall 2010 (approved by the IPC on February 4, 2011) and initial steps for the implementation of the approved Distance Education plan were distributed.

The Chair reported that the "Online Drop Survey" was finalized and approved by IPC and should be presented to students that drop online courses beginning with the Fall 2011 semester. Copies of the survey questions were distributed.

Copies of the draft job description for an instructional course designer that were created by the Distance Education Committee last spring were distributed to bring new committee members up to date.

The committee reviewed the IPC Distance Education Plan Status Report form and provided information on the items listed the action steps.

Susan Estes, VPI, provided a report on "TBA" and attendance accounting methods as they relate to hours by arrangement in distance education courses. Per the state compliance requirements "TBA hours are only an option for credit courses that apply the Weekly or Daily Attendance Accounting Procedures..." Susan Estes will be seeking guidance on this issue; however, for the time being "Hours By Arrangement" will be change to "To Be Arranged"

The representative from the District Distance Education Committee reported the following:

- STOT I is beginning October 28th. This first class will be at CSM in 10-136.
- He is working on updating the SMCCCD DE Strategic Plan and SMCCCD DE Guidelines and Procedures Manual
- DEAC will be holding its first meeting of the semester on November 30th, from 2-4pm, in the District Boardroom.

Date of next DEC meeting: November 9, 2011:

The committee will review work/documents produced in prior years on assessment of distance education courses.