# Taft College Distance Learning and Education Committee

Minutes for

Monday, February 14, 2022

12:10 P.M. – 1:00 P.M.

Via Zoom

**Call to Order:** Bledsoe, 12:10 P.M.

**Attendees:** Amar Abbott, Marianne C. Bishop, Adam Bledsoe, Heather Cash, Candace Duron, Geoffrey Dyer, Jason Page, Kelly Kulzer-Reyes, Joy Reynolds

**Absent:** Leslie Minor, Brandy Young

**Public Commentary/Guest:** None

## Approval of Minutes

* December 13, 2021 Minutes submitted by M. Bishop
* Minutes approved by unanimous consent

## Next Meeting

* Kulzer-Reyes: motioned to meet in Zoom for March 14, 2022; Dyer: seconded.
* No objections, motion passed by unanimous consent.

## New Business

* Distance Learning Approval Forms
	1. COMM 1507
		1. Motion to return to faculty with request that current form be used and additional information be provided to address accessibility concerns of Launchpad/Go React Application: Kulzer-Reyes.
		2. Second: Abbott.
		3. Motion passed, 7-1 in favor (Duron opposed).
	2. ECEF 1521, 1571
		1. Motion to forward to Curriculum: Kulzer-Reyes.
		2. Second: Reynolds.
		3. Motion passed unanimously.
	3. ECEF 1601
		1. Motion to return to faculty with request for further clarification on field trips refreneced in question #4: Kulzer-Reyes.
		2. Second: Cash.
		3. Motion passed unanimously.
	4. SOC 1510, 2141
		1. Motion to forward to Curriculum: Kulzer-Reyes.
		2. Second: Dyer.
		3. Motion passed unanimously.
	5. STSU 1001, 1016, 1017, 1018, 1019, 1500, 1525, 1530, 1550
		1. Motion to forward to Curriculum: Kulzer-Reyes.
		2. Second: Duron.
		3. Motion passed unanimously

## Information Items

* DE Update: Bishop
* Dr. Bishop reminded faculty that there is student support toolbox as a resource for students.
* DE staff will be limited due to maternity leave until August.
* A student worker has been hired for 10 hours a week.
* Two positions are currently being advertised on the HR website: part time temporary DE Aide and 29 hour substitute position for position on maternity leave.
* Respondus LockDown Browser has been installed T-15, T-14, G5 laptop cart and library laptops.
* Accessibility track for May inservice has been scheduled with the Professional Development Committee.
* Dyer requested an update on Taft College courses not being listed on the CVC-OEI exchange due to a csv file not being uploaded.DL
	+ Dr. Bshop stated that DE has been working with ITS to correct the issue that resulted from a retierment in ITS. Last she checked, Taft College courses were now appearing on the exchange.
* Kulzer-Reyes brought up concern that students are under impression from counseling they can choose to either attend her hybrid courses on campus or online. She does not want to lose students who think attending class on campus is optional.
	+ Duron does not believe a counselor would tell students that. She noted that the schedule can be confusing. There are multiple lines on the schedule for hybrid courses and the line students click to register says online.
	+ The committee looked at an online example and noted that the two lines in the schedule could be confusing. As could having students seeing all of their classes showing up in Canvas.

## Next Meeting and Adjournment

Bledsoe moved to adjourn the meeting at 1:03 P.M. Next meeting on March 14, 2022.