# Taft College Distance Learning and Education Committee

Minutes for

Monday, September 19th, 2022

12:10 P.M. – 1:00 P.M.

S-11

**Call to Order:** Bledsoe, 12:10 pm

**Attendees:** Amar Abbott, Adam Bledsoe, Heather Cash, Candace Duron, Geoffrey Dyer, Jon Farmer, Kelly Kulzer-Reyes, Leslie Minor, Jason Page, Tabitha Raber, Joy Reynolds

**Absent:**

**Public Commentary/Guest:** David Mitchell

## Approval of Minutes

* May 9 & 18, Minutes submitted by Bledsoe
* Corrections were noted, Minutes approved by unanimous consent

## Next Meeting

* To be held May 9, 2022, in S11 at 12:10pm -1:00pm
* No objections, motion passed by unanimous consent.

## Charter

* Review/Evaluate the Committee Charter
	1. Strike: Senior Research Assistant
	2. Develop DE Course evaluation process/criteria
	3. Update language: Assist in **Distance Education** Program **as needed**
	4. Update language to: Relationship with other Committees
	5. Update language to: Membership Representation
	6. Strike: See pages 10 and 22 of the ACCJC Guide to Evaluating Distance Education and Correspondence Education (2013).
* Motion to revise, strike, and update: Kulzer-Reyes, Abbott second – motion carries by unanimous consent.

## POCR

* Review/Discuss processes and standard practices
	1. Discussion of area D of the rubric – Accessibility, Farmer mentions the free training resource for our campus provided by the CCC.
	2. Mention to start the implantation of a new subcommittee-POCR to review campus the grounds.
* Motion Abbott, Reynolds second - motion carries by unanimous consent.

## New Business

* Distance Learning Approval Forms
	1. HIST 2000, 2216
		1. Motion to forward to Curriculum: Kulzer-Reyes – request of using the same language of HIST 2000 for 2216.
		2. Second: Dyer.
		3. Motion passed unanimously
	2. MATH 1500, 1505, 1510, 1520, 1530, 1540
1. Noted that method of evaluation and instruction have a subset of the numbered items in the course.
2. Motion to forward to Curriculum: Duron
3. Second: Dyer
4. Thumbs down Abbott
5. Motion carries.

## Information Items

* DE Update
	1. Farmer mentions the Web Aim accessibility training -a free resource for our campus provided by the CCC.
	2. Farmer, mentions the next Skill-Up campus training that will be held in T-14, Oct 28th from 9 am to 10 am.

## Discussion Items

* Committee Goals for the year:
	1. Establish a new subcommittee POCR
	2. Update DE approval forms as needed
	3. Request for student representation on committee

## Next Meeting and Adjournment

Bledsoe moved to adjourn the meeting at 12:57 P.M. Next meeting on Oct 10, 2022.