**TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE**

**Minutes for**

Monday, March 11th, 2024

12:10 pm – 1:00 pm

S -11

**Call to Order:** Farmer, 12:11 pm

**Attendees:** Amar Abbott, Geoffrey Dyer, Heather Cash, Joy Reynolds, Wendy Berry, Krystal Allikas, Tabitha Raber, Becky Roth

**Absent:** Candace Duron, Leslie Minor, Jon Farmer, Jason Page

**Public Commentary/Guest:** None

**Approval of Minutes**

* February 12, 2023, Minutes submitted by Heather Cash
* Corrections were noted, Minutes approved - (with changes applied) by unanimous consent.

**Information Items**

* DE Updates
	1. Cash shares with the committee information about future SkillUP: March 15th at 10 am in T14 on Accessibility for Web Design. Notes for Farmer to send out further details to faculty.

**New Business**

* **AP 4105** Distance and Correspondence Education Motion to return to Academic Senate President Candace Duron for the next step in the approval process, with notable modifications brought forth by Dyer and Reynolds including additional amendments noted during this meeting from the committee. : Dyer
1. Second: Berry
2. Motion passed unanimously
3. **Summary of Modifications and Notes:**

1. Reference to the updated 55005 added
up top, which requires us to publish synchronous/in person requirements
for DE classes, with language from the regulation added at bottom of procedure
(Thanks Kelly); 2.previously suggested regular and substantive interaction
language from updated 55204 moved further down in document, where the
old language it replaced sat in last approved version; 3. Added “locally
 bargained” to Class Size section, per Joy’s comment; 4. Noted that most TC
DE courses use alternative attendance accounting procedure, not WSCH or
positive daily attendance, and that new attendance accounting procedure is
coming through BoG—we should wait a month to update language in FTE
Computation . . . section; 5. Added citation and language from title 5 § 55200 (c)
to Access for Disabled section; 6. Replaced all references to “regular and
effective contact” with “regular and substantive interaction” to mirror updated
regulations and national nomenclature; 7. Updated contact section on 55204
to mirror updated regulatory language. 8. “class schedule” replaced with
“distance education homepage” in Definitions section where assistance is
mentioned; 9. DLEC added to separate course review section 10. Note added to
“Physical proctoring centers for exam delivery” pointing out need to add
current practice.

* Distance Learning Approval Forms
	1. **PSYC 1570** – Introduction to Social Psychology
		1. Motion to forward to Curriculum: Abbott
		2. Second: Cash
		3. Motion passed unanimously
* Distance Learning Approval Forms
	1. **ART 1650, 1800, 1820, 2010**
		1. Motion request for further clarification from Instructor with provided notes: Abbott
		2. Second: Berry
		3. Motion passed with all members voting in favor except for Dyer who abstained.
		4. Notes for ART 1650, 1800, 1820, 2010 : Clarification is needed regarding “Offline format” definition verses online – #4 on page 2 on the Taft College Distance Learning Approval Form. Additional request for Substance Change need.
		5. Additional Notes for ART 1800: Clarification on students accessing required software: Adobe Illustrator
		6. Additional Notes for ART 2010: Clarification on students accessing print making supplies
* Distance Learning Approval Forms
	1. **DRAM 1510 – Introduction to Theatre**
		1. Motion to forward to Curriculum: Abbott
		2. Second: Page
		3. Motion passed unanimously
* Distance Learning Approval Forms
	1. **SPAN 1501, BSAD 2220, BSAD 2221, BUSN 2275**
		1. Motion to table until next meeting: Abbott
		2. Second: Roth
		3. Motion passed unanimously

**Next Meeting and Adjournment**

* Reynolds moved to adjourn the meeting at 1:00 pm. Next meeting on Monday, April 8th,2024, in Room S11 at 12:10.