**TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE**

**Minutes for**

Monday, September 16th, 2024

12:10 pm – 1:00 pm

S -11

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

**Attendees:** Amar Abbott, Geoffrey Dyer, Heather Cash, Jon Farmer, Jason Page, Krystal Allikas, Ken Smith

**Absent:** Leslie Minor, Joy Reynolds

**Public Commentary/Guest:** None

**Approval of Minutes**

* April 8th, 2024, Minutes submitted by Serena Carter
* August 23, 2024, (Special Meeting) Minutes submitted by Heather Cash

No Corrections were noted, Minutes approved by unanimous consent

**New Business**

* **2024/25 DLE Faculty co-chair (Joy Reynolds)**
	1. All thumbs up, Approved by unanimous consent
* **Review/Evaluate the Committee Charter**
	1. Motion to forward to Curriculum with Notes: Smith
	2. Second: Abbott
	3. Motion passed unanimously
	4. Committee Suggested Notes:
		+ Pg: 6 – under Specific Responsibilities: Number (5), add: as it relates to 10+1
		+ Pg: 6 – Under Membership Representation: Role Counselor, reach out to Academic Senate President in request to fill this necessary role.
		+ Pg: 7 – Under Membership and Meeting Policies: change to a majority of voting members
* **Review/Evaluate the new DL Approval Form Draft**
	1. Motion to forward to Curriculum with Notes: Smith
	2. Second: Dyer
	3. Motion passed unanimously
	4. Committee Suggested Notes:
		+ Pg: 10 – Faculty Interactions: Removed
		+ Pg: 12 – \*RSI: Add Specific Language: Please select all that apply to this course.
		+ Pg: 13 – Modify the language: for the accessibility acknowledgement box
		+ Pg: 15 – Under Program Consideration, Number (9): Add the last sentence of Number (10) and remove everything from that point above.

**Next Meeting and Adjournment**

Farmer moved to adjourn the meeting, at 1:01 pm – Due to time constraints the remaining Agenda items will be postponed until a further date. Next meeting is on Monday, October 14th, 2024, in Room S11 at 12:10 pm

Minutes: Submitted by Heather Cash