# Taft College Distance Learning and Education Committee **Minutes**

Monday, October 14th, 2024

12:10 P.M. – 1:00 P.M.

S-11

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

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

**Absent:** Leslie Minor

**Public Commentary/Guest:** None

## Approval of Minutes

* September 16th, 2024, Minutes submitted by Heather Cash

No Corrections were noted, and the Minutes were approved by unanimous consent

## New Business

* Distance Learning Approval Forms
	1. MATH 1530
		1. Motion to forward to Curriculum with Notes: Abbott
		2. Second: Dyer
		3. Motion passed unanimously
		4. Committee Notes: the committee discusses if the course falls within the category: Pg4 question #3
		5. “Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%.” Farmer notes he will reach out to the submitter to make the necessary adjustments on the form if needed.
	2. MATH 1570c & MATH 2100c
		1. Motion to forward to Curriculum: Abbott
		2. Second: Smith
		3. Motion passed unanimously
		4. Committee Notes: the committee discusses if the course falls within the category: Pg4 question #3
		5. “Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%.” Farmer notes he will reach out to the submitter to make the necessary adjustments on the form if needed.
	3. Review/Evaluate the new DL Online Approval Form Draft
		1. Motion to forward to the Academic Senate for approval: Abbott
		2. Second: Smith
		3. Motion passed unanimously
		4. Committee Notes: Farmer shares with the committee two different draft options of the New DL Approval Form:
			+ Original Draft: 9-16-24 from Committee
			+ Chairs Draft: 9/18/2
			+ Farmer Asks the Committee to select the preferred option, and the committee selects:
	4. Review/Evaluate the new DL Offline Approval Form Draft
		1. The committee decided to take no action.

## Discussion Items

Reynolds suggests the option to activate the immersive reader tool in Canvas, and the committee agrees that it should be turned on.

## Next Meeting and Adjournment

Farmer moved to adjourn the meeting at 12:55 P.M. The next meeting is on Monday, November 11th, 2024, in Room S-11 at 12:10 P.M. – This meeting was canceled.

Minutes: Submitted by Heather Cash

**Next meeting:** December 9th, 2024, in Room S-11 at 12:10 P.M.