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

Monday, April 8, 2024

12:10 P.M. - 1:00 P.M.

S-11

**Call to Order:** Farmer, 12:15 P.M.

**Attendees:** Leslie Minor, Jon Farmer, Amar Abbott, Joy Reynolds, Jason Page, Wendy Berry, Geoffrey Dyer, Krystal Allikas, Becky Roth.

**Absent:** Candace Duron

**Public Commentary/Guest:** None

## Approval of Minutes

* March 11, 2024, Minutes submitted by Jon Farmer.
  + Corrections were noted: Jason Page was present, item d. SPAN 1501, BSAD 2220, BSAD 2221, BUSN 2275 “Motion to table” should read “Motion to postpone indefinitely.” Minutes approved unanimously.
* March 18, 2024, Minutes submitted by Jon Farmer. No Corrections. Minutes approved unanimously.

## Information items

Farmer shares with the committee the upcoming SkillUP: Canvas Design Tool for April 12, 2024 at 10:00 A.M.

## New Business

* Distance Learning Approval Forms
  1. Dyer motions to combine the following as one item: KINE Women in Sports, SPAN1501, BSAD 2220, BSAD 2221, BUSN 2275, BUSN 1500, COMM 1507, COMM 1511, HUM 1500, MUSC 1510.
  2. Second: Reynolds
  3. Motion passes unanimously.
* Distance Learning Approval Forms
  1. KINE Women in Sports, SPAN 1501, BSAD 2220, BSAD 2221, BUSN 2275, BUSN 1500, COMM 1507, COMM 1511, HUM 1500, MUSC 1510.
     1. Dyer motions to approve
     2. Second: Abbott
     3. Motion passes unanimously.
     4. Summary of modifications and notes:  
        KINE - Reynolds noted grammar issue in COR and HUM 1500 – correct instructor name and date. SPAN 1501 – mentions 1601 learning materials. BSAD 2220 and 2221, BUSN 2275 - doesn’t explain offline options, though COR mentions options that are viable for offline.
* Distance Learning Approval Forms
  1. ART 1500
     1. Roth motions to send back and request clarification from instructor with provided notes.
     2. Second: Abbott
     3. Motion passes unanimously.
     4. Notes for ART 1500:  
        Updated form. Clarification on equipment check-out. Is this needed when the class is offered online? If equipment is needed, ow do the students receive the equipment?
* Distance Learning Approval Forms
  1. ART 1650, ART 1800, ART 1820, ART 2010.
     1. Dyer motions to approve.
     2. Second: Reynolds
     3. Motion approved unanimously.
     4. Summary of modifications and notes:  
        ART 1800 – Reynolds suggests Adobe illustrator be listed in the COR.
* Distance Learning Approval Forms
  1. ART 1625
     1. Berry motions to send back and request clarification from the instructor with the provided notes.
     2. Second: Dyer
     3. Reynold dissents, everyone else approved.
     4. Abbott motions to postpone until there is research and clarification on “extensive laboratory” verbiage.
     5. Second: Reynolds
     6. Motion to postpone approved.
     7. Notes for ART 1625:  
        Need to research and define “Extensive Laboratories.”
* Distance Learning Approval Forms
  1. ART 1640
     1. Roth motions to postpone until there is research and clarification on “extensive laboratory” verbiage.
     2. Second: Abbott
     3. Motion to postpone approved unanimously.
     4. Notes for ART 1625:  
        Need to research and define “Extensive Laboratories.”
* Distance Learning Approval Forms
  1. HIST 2212
     1. Abbott motions to send back for clarification.
     2. Second: Reynolds
     3. Motion approved unanimously.
     4. Summary of modifications and notes:  
        Updated form incorrect date. Information on in-class presentations. Abbott requests clarification on in-class activities and writing with information on class presentations.
* Taft College DLEC Procedures Document
  1. Reynolds moves to postpone it indefinitely.
  2. Second: Roth
  3. Motion approved unanimously.

## Adjournment and Next Meeting

Farmer moved to adjourn the meeting at: 1:01 P.M. Next meeting to be announced.