

DISTANCE EDUCATION COMMITTEE
EAST LOS ANGELES COLLEGE
MINUTES
WEDNESDAY OCTOBER 10, 2012
2:00 – 3:30 PM
G1 301C

Meeting called to order at 2:09 p.m.

Present: Pauletta Daw, Ryan Smith, Kerrin McMahan, Evelyn Escatiola, Ellen Wong Faulkner, Dan McBride, Mary Ellen Eckhert, Gema Perez, Agyeman Boateng, Mandy Kronback, Unjoo Lee, Karen Cross, Song Su,
ON CC CONFER: Margaret Ozona, Bridget Thompson, Karen Cross

I. ADOPT AGENDA

M/S/P (Kerrin , Ryan)

II. Approval of September 2012 meeting minutes with noted corrections.

M/S/P (unopposed)

III. Distance Education Committee by-laws –The academic senate sent back a revised version. They submitted changes to Sections 1, 2 and 3. Pauletta is concerned about the proposed use of the word “review” rather than “oversee.” Kerrin suggests the wording “shall participate in.”

M/S/P (Mary Ellen, Ryan) Dan opposes the vote.

IV. Team Teaching: Hybrid courses require both online and face to face aspects of the class be taught. If two instructors were teaching a hybrid course, would non-etudes certified instructor be able to teach the face-to-face portions of the class while the other etudes certified instructor teaches the online etudes section of the course. Evelyn asks what is currently being done in hybrid courses. Essentially, an instructor with hourly seniority wants to teach the face-to-face section. Kerrin explains that most hybrid courses are run by a single instructor that is Etudes certified or by two instructors that are both Etudes certified. So, having one certified instructor and one uncertified instructor teaching a hybrid class is unprecedented. Kerrin explains that we need one policy to deal with every situation uniformly. Evelyn clarifies that one is face to face and the other instructor is only teaching online. Mary Ellen asks what will happen if the face-to-face instructor can't sign into Etudes. Bridget feels that both instructors should have to be Etudes certified. Ryan agrees that each instructor should be Etudes certified so we insure that both can operate the Etudes system. Pauletta agrees that both instructors be Etudes certified. Karen Cross believes that anyone associated with online or hybrid courses should be certified in Etudes. Mary Ellen explains that every instructor in her dept is Etudes certified but it could cause a problem if the one non-certified faculty member had seniority. Kerrin mentions that we should draft a policy specifically dealing with team teaching. Pauletta will address this and ask for input. The entire committee agrees that both teachers should be Etudes certified. Unofficial vote passes unopposed.

M/S/P ()

- V. Announcements. 1) We will start a pedagogy class on November 5, 2012. Pauletta is also willing to do 1 on 1 Etudes training. 2) Etudes Summit is October 18-19, 2012. 19 faculty members are going. 3) Ryan is hosting a reception at his house after the summit is over Friday night.**
- VI. Items from the floor. 1) Margaret wonders if Intelcom is still being used. This is a site where we can go get videos closed-captioned. Pauletta is trying to find \$1,500.00 to renew the contract with Intelcom. Intelcom has extended us through this semester. \$1,500.00 will cover 1 year. This will also help us be ADA compliant. 2) Ryan announces that the speech team is going to a speech tournament in the end of October. 3) Pauletta invited us to a clam bake at her house on December 8, 2012.**
- VII. Meeting adjourned at 2:47 p.m.
M/S/P (Ryan, Kerrin)**