

DISTANCE EDUCATION COMMITTEE
EAST LOS ANGELES COLLEGE
MINUTES
WEDNESDAY MAY 9, 2012
2:00 – 3:30 PM
G1 301C

Meeting called to order at 2:07 p.m.

Present: Pauletta Daw, Ryan Smith, Kerrin McMahan, Dan McBride, Rebecca Hsiao, Unjou Lee, Karen Cross, Elvia Barajas, Ellen Faulkner, Barbara Dunsheath, Gema Perez.

I. Approval of April 2012 Minutes/Agenda

M/S/P (Rebecca Hsiao, Unjou seconds) to approve the agenda and minutes as submitted.

II. Kyle Tran has posted the D.E. minutes on the ELAC website under committee agendas.

III. Distance Education Bylaws Update: We are currently waiting for the academic senate to approve the bylaws. Pauletta went to the District Academic Senate meeting last Thursday and learned that E.L.A.C. is the only campus in the LACCD that has not put the D.E. committee in place. The academic senate will discuss the D.E. bylaws at the next meeting because they ran out of time. The senate has yet to appoint 5 voting members of the D.E. committee. Alex Immerblum is moving extremely slowly. The district senate meeting seems to imply that each campus has the freedom to make the D.E. committee work however the campus sees fit. The academic senate is holding this up for every imaginable reason. Most recently, Alex has mentioned that he is unsure of the equal representation between the Academic Senate and the A.F.T. The D.E. committee is not going to be held back. Since we have been waiting for the Academic Senate to appoint representatives to the committee for months we have no choice but to move forward regardless as we continue to wait for the Academic Senate to appoint voting members. As long as we have a quorum we are moving on. Hopefully, the Academic Senate will act soon. Elvia mentions that the DE committee has been meeting for some time and the Academic Senate has yet to articulate a reason as to why they are not appointing members.

IV. Etudes summer training starting June 18th and running during the regularly scheduled summer session. Pauletta has put the “refresher course” on hold for now. There will also be a pedagogy course offered this summer. If you know of someone who wants to get trained in Etudes please let him or her know.

V. Etudes summit: The deadline for participating in this is September 2. If you are interested in participating let Pauletta know by the deadline. We currently have 8 people participating and we need 2 more. We should apply for conference reimbursement. After the September 2nd the reduced price (\$175.00) is gone. After the Sept 2nd deadline the cost goes up to (\$200.00).

The conference in October 18 and 19 (Thursday and Friday) in Long Beach. We had 3 additional members participating that were added in the meeting.

- VI. D.E. Committee meeting for June moved from June 13 to the 20 @ 2PM.**
M/S/P (Ryan Smith, Dan McBride seconds) to approve the minutes as submitted.
The remaining summer meetings will stay at the regular dates/times: July 11, and August 8: We will be holding summer meetings but it will be on Conference Call. So, we can participate from home. If you are doing dishes hit *6 to mute you. Pauletta will be on campus so you can physically come in.
- VII. Items from the floor. 1) Pauletta encourages us to contact our departments to get additional colleagues certified in ETUDES to either teach online or web enhance the class through Etudes. There is plenty of room to add additional sections without paying additional money. Pauletta will do a department wide training over 5 weeks with everything due on Sunday. So, it could be easier on all of us. We can also web enhance face-to-face classes. 2) Ryan Smith informs the committee of the ELAC Speech Team's success. 3) Send Gema Perez the proper information for adding and on campus meetings dates and times etc. so she can post it online. E-mail this information to Gema at onlinehelp@elac.edu or perezg3@elac.edu so she can post it. 4) Online Education Ed. Webpage is changing in September with all basic Etudes information. Instructional video for log in and how to navigate Etudes will be added. Additional links will be added to make it easier for teachers to find these resources for students. 5) Kerrin's podcast is on the Etudes site teaching people how to log into online courses, Etudes, and podcast. 6) Dan asks when will the ACE portal open for students to add. We need to know when it opens. The standard time is 2 weeks before classes start. 6) Barbara had 200 students try to add and is inundated with emails. We need a drop down box in ACE that allows instructors to stop getting e-mails of students requesting to did the class after the teacher cuts off adds. 7) Barbara's photo on Etudes will not show up at school. Karen mentions that it must be SSL secure to show on campus. You have to use one of Etudes images. 8) Dan mentions that he has e-mailed an add slip to a student and they can turn that in to students face-to-face at admissions. 9) Karen: Why does it take so long for students to have access to Etudes after you add the student. If students bring an add slip in person you have access to Etudes immediately. If they add through ACE they don't get access until 3-4 days later.**

VIII. Meeting adjourned at 3:03 p.m.
M/S/P (Kerrin, Ryan)

NEXT MEETING: June 20, 2012 at 2:00 PM