

DISTANCE EDUCATION COMMITTEE
EAST LOS ANGELES COLLEGE
MINUTES
WEDNESDAY JUNE 20, 2012
2:00 – 3:30 PM
G1 301C

Meeting called to order at 2:05 p.m.

Present: Pauletta Daw, Ryan Smith, Kerrin McMahan, Dan McBride, Elvia Barajas, Mary Ellen Eckhart, Barbara Dunsheath, Gema Perez, Agyeman Boateng, Margaret LAST NAME NEEDED.

- I. Approval of May 2012 meeting minutes with corrections to paragraph # 3.**
M/S/P (Barbara Dunsheath , Kerrin)

- II. Agyeman Boateng introduces himself. He is a representative from the Office of Institutional Effectiveness and we welcome him.**

- III. Distance Education Committee by-laws update:**
DE Committee is still waiting on the ELAC Academic Senate to appoint 5 voting members.
Pauletta attended a stakeholders meeting at L.A. Valley College May 18, 2012. Alex Immerblum (Senate President at East) has raised a number of questions which was discussed.
 1. Should district and/or DAS work toward universal bylaws?
 2. The responsibilities/duties of the DE Coordinator
 - a. Do they support instructional design?
 - b. How much reassigned time is required?

- IV. Etudes summer training started Monday June 18th and is running during the regularly scheduled summer session. ELAC will offer one etudes training course in each session (Fall, Winter, Spring, Summer). There are approximately 9-10 faculty members participating in training during each class. If you know of someone who wants to get trained in Etudes please let him or her know. An Etudes pedagogy class will start June 23, 2012. . If you want to take the pedagogy class just email Pauletta. This is a 4-week class. The time commitment is approximately 4 hours per week (16 units of flex credit).**

- V. Accrediting Commission for Community and Junior College Authorization: The ACCJC wants to know how many students who are in ELAC classes are from out of state. They also want to know how many and which instructors are out of state. The details are not completely clear at this time. Agyeman Boateng will speak about this issue with Ryan Coroner and the office of institutional effectiveness will assist us in this endeavor. We are unsure about how these authorizations will affect D.E. at E.L.A.C. this will be continued at our next meeting.**

VI. Ace Portal: Kyle Tran has included a drop down box (per DE Committee request) that allows instructors to only accept a certain number of add requests. Once this number has been reached the instructors course is removed from the active add list. Kyle wants to know if there were problems with this during the summer session. Dan mentions that there were still some students who sent in duplicate add requests. Mary Ellen asks if we can change the number once the number is set. Pauletta says she will ask Kyle. Dan confirms that he was able to change the number and it showed up properly after he closed the browser and reopened it. Kyle asked for other suggestions on A.C.E. Once documents are posted on A.C.E. can teachers automatically move the documents to another class in a new semester? Dan asks if students are getting an e-mail message if a student has been approved through A.C.E. We know that if we decline a request the student gets an e-mail but if they are approved the students are currently not getting e-mail. Some students who are being granted permission to add a class are not able to add because they are already enrolled in the maximum 6 units.

VII. Items from the floor. 1) Vivie from Etudes has asked Pauletta if the DE faculty would like their course sites to be “unpublished” by default. Currently the ETUDES default is “published.” Are we in favor of making the default setting “unpublished?” The committee is in favor of changing the default to “unpublished.”

M/S/P (Kerrin, Dan)

2) Etudes Summit: The deadline for participating in this is September 2. However, Pauletta needs a check made payable to Etudes Summit for \$125.00 before August 1, 2012 to ensure the group rate. If you are interested in participating let Pauletta know by the deadline. We should apply for conference reimbursement. After the September 2nd the reduced price (\$125.00) is gone. The conference in October 18 and 19 (Thursday and Friday) in Long Beach

VIII. Meeting adjourned at 3:10 p.m.

M/S/P (Ryan, Kerrin)

NEXT MEETING: July 11, 2012 at 2:00 PM