

Meeting Minutes

09/12/23

09/26/23

10/10/23

10/24/23

11/28/23

Distance Education Committee

Meeting Minutes of September 12, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Steven Mentor	
Maggie Grover (Nurs)	X	Vacant (CTSS)			
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)			
Monica Galvan (Couns)		Robbie Kunkel (Admin)	X		
Robin Hahn (LA)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)					
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA/LETC)					
Leslie Williams (SSHAPE)					

I. **Call to Order:** 3:10 pm

II. **Adoption/Approval of Agenda**

- No Quorum

III. **Approval of minutes**

Tabled - No Quorum

IV. **Public Comments (3 min per person)**

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances

V. **Information Items**

- i. The chair shared the Maintaining eligibility document that was shared with the AS at the 9/5 meeting. The document simply summarizes the information posted in the IOTL Canvas course regarding the process for faculty to maintain their DE eligibility.
- ii. The Chair reported on the conference she attended in Summer. AI, Accessibility – 508 compliance and RSI in DE courses were the big topic items. Two DE sessions were offered at PDD, one on AI and Turnitin and the other on OER at EVC. Both were very well attended. The chair thanked Ly-Huong Pham, Renee Albrech and Bhawana Mishra for sharing their knowledge and expertise on these topics with faculty at PDD.

VI. **Discussion Items**

Tabled to next meeting – no quorum

VII. **Recognition and Announcements**

- i. The first cohort of the EVC-OER successfully completed, with all 7 project ready for adoption in time for Fall 2023. The cohort members and support team had a zoom celebration, show, and tell with the President.
- ii. The second cohort of EVC-OER initiative had a successful launch and onboarding. Faculty will be working on getting 30% of their OER ready for the first milestone review on 9/25.
- iii. Robbie Kunkel shared that Tejal has been hired for the full-time non-tenure track faculty DE coordinator position. She starts full-time on October 16th, 2023. Congratulations were offered by everyone to Tejal. She will continue reassigned time until then.

VIII. **Adjournment:** Meeting adjourned at 3:35pm.

Next DE meeting: 9/26/23

FACULTY MEMBER'S NAME: _____

Observer: _____

Course: _____

Date of Observation: _____

Instructions:

Type:

The Faculty Observer will be added to Canvas in the role of 'Faculty Observer' This role provides access to discussion, rubrics, announcements, assessments, modules, homepage, analytics and editing abilities to check for accessibility. Due to privacy concerns, there is no gradebook access and no inbox access.

Amount:

The Faculty Observer (FO) will observe the Orientation module and at least two (other) course modules chosen by the faculty. The basis for this is that the FO needs access to at least this much to observe how the criteria listed in the Online Faculty Observation Form are met.

Length of time:

The Faculty Observer (FO) has access to the course: 48 to 72 hours (about 3 days). The faculty will give access to the FO. In the interest of practicality when the access starts can be decided between the faculty and FO to meet their schedule and availability.

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

	RATING	COMMENTS
1. The course shell is organized for the students to navigate and find information. The course includes: a. Homepage with course information and instructor contact b. Orientation on how the course is organized in the Learning Management System (LMS) c. Course requirements, policies, and other relevant information.		
2. Course material created by the instructor, publisher, or other material demonstrates appropriate depth and rigor of the subject matter.		

<p>3. Course content is placed in the LMS, in self-contained segments (modules, units, lessons) that are appropriately paced to meet the weekly contact hours requirement for the course.</p>		
<p>4. To address the student's various learning styles, the course content is delivered using a variety of media (text, audio, video, graphics) and makes effective use of the Learning Management System (LMS) tools. External links, software, programs for delivering course content are current, active, functional, and integrated into the LMS.</p>		
<p>5. A variety of assessments are used to assess all Student Learning Outcomes (SLOs).</p>		
<p>6. The course promotes student opportunities for questions about course content by providing a Q&A forum, online synchronous office hours, and email contact information, with response time)</p>		
<p>7. Ensures there is instructor presence in the course through regular substantive interaction via announcements, responding to student questions, timely feedback grade posting, et cetera. The course includes communication policy in the syllabus, orientation module, home page, Q&A Discussion forum, and/or regular announcements.</p>		
<p>8. The feedback provided to students is substantive and timely (in the form of announcements, grading rubrics et cetera). The course includes a written communication plan describing the instructor's timeliness for grading, how feedback is given to students, in the syllabus, orientation module, or home page.</p>		
<p>9. Includes assignments or activities that offer opportunities for student interaction (discussion forums with graded peer replies, group projects et cetera.).</p>		
<p>10. Reasonable accommodations are made so that all materials are accessible and compliant with Section</p>		

<p>508. For example, videos have captions and all LMS course materials pass the accessibility checker.</p>		
<p>11. Demonstrates sensitivity and working with students of diverse racial and ethnic backgrounds, sexual orientations, and disabilities. Examples could include statements in Syllabus or orientation module, content in announcements, assessments, lecture materials, and representation through images, that show diversity and differences.</p>		

Distance Education Committee

Meeting Minutes of September 26, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Virgina Montelongo	
Maggie Grover (Nurs)	X	Vacant (CTSS)		Mikayla Tran (Anh Tran)	
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)	X		
(Couns)		Robbie Kunkel (Admin)	X		
(LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)					
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Motion to adopt: Maggie Grover, Second: Nasreen Rahim

III. Approval of minutes

May 9th, 2023 minutes were approved as submitted.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Membership: DE Chair shared the update to DEC membership – we had quite a few vacancies: LETC, SSHAPE, Counseling, CTSS. Vicki Brewster raises a query as to whether Vicki Brewster’s seat is a classified seat or curriculum designee? Tejal recalls being named as curriculum designee. She will follow up and review the membership document approved by the Academic Senate last year.
- b) Proctoring Center in DE handbook: DE handbook mentions a proctoring center for online courses which no longer exists. The district adopted the

Respondus proctoring software last year for online courses. This information will be updated in the DE handbook.

- c) Guided Pathways(GP) and POCR(Peer Online Course Review) proposal: Last semester, AS approved the GP proposal for 15 GE course to go through POCR review and get badged on the exchange. VP Pouncil approved funding for the Course authors and POCR reviewers as follows:
- Course authors: For one course - 20 hours, NIA Reimbursement
 - POCR reviewers: For each course
 1. Lead POCR - 4 hours NIA Reimbursement
 2. 2 POCR Reviewers – 4 hours each NIA Reimbursement
 3. Accessibility Expert – 2 hours NIA Reimbursement
 4. If the course author is POCR certified, then the reimbursement for reviewers and Lead POCR is reduced by 1 hour each.
- d) ZTC Acceleration Grant: VP Pouncil, Laura Garcia and Tejal Naik applied for the ZTC acceleration grant funding to develop ZTC pathways. Based on initial discovery and conversation with faculty last spring, they applied for the following two pathways. If approved by the Chancellor’s office \$200,000 will be awarded for each pathway.
- Certificate in Chemistry
 - AA-T Psychology

VI. Discussion Items

- a) Goals for 2023-2024 Academic year.
- Update DE Handbook
 - Establish POCR academy
 - DE Eligibility Process
- b) DEC approval requests for DE certification/Eligibility
- Liza Kramer – DE eligibility: The hours submitted for attending were towards orientation and training to use Publisher Macmillan’s online ebook and homework system “Achieve”. Question was

raised as to what qualifies as part of instructional duties and what is DE professional development. The DE handbook does not have clear criteria on this. The hours were approved on a one-time basis with the recommendation that the DEC determine criteria for approval.

- Andres Quinteros – DE certification: EDIT 22 was completed in Summer 2017 – more than 5 years ago. He is not on the Faculty Eligibility for Online Teaching (FEOT) list which lists faculty who completed EDIT 22 (or @One Certification) between 8/31/2017 and 8/31/2021 and extends their DE eligibility and certification through 8/31/2023. Additional training hours were completed in 2021 at West Valley college(2 hours), and Ohlone College – SQT(6 hours). A discussion ensued as to the currency of the DE certification and the changes to regulations and technology. The criteria for certification and the timeline were reviewed in the DE handbook and pros and cons discussed. The approval was moved to Action item for the next meeting for DEC to vote.

c) Maintaining DE Eligibility Gap: Tejal reported that there were many faculty whose eligibility expired on 8/31/2023. They would have gap as they did not complete the 4 hours. A discussion ensued and the following questions were brought up and discussed:

- A traffic light process: completes hours by expiry date – green light to teach DE. Misses the expiry date – yellow light – can still teach DE courses but must complete 4 hours within some grace period. Hours not completed by the end of the grace period – red light. Must get Recertified.
- Grace Period: One semester is not enough. Two semesters plus summer/intersession were considered.

- Communication: How will the faculty be notified? DE coordinator sends updated Faculty Eligibility for Online Teaching (FEOT) list to the Deans at the end of each term. The Deans will notify the faculty as they assign classes. The DE coordinator merely keeps records.

Discussion will continue at the next meeting. Members will discuss with their division and bring feedback.

VII. Recognition and Announcements

- a) OER texts developed by the first cohort can be found on EVC bookshelf on LibreText commons at: <https://evc.commons.libretexts.org/?mode=visual>
These books will also be added to the COR when the course goes through review with EVC-OER listed as the publisher!
- b) The second cohort of EVC-OER initiative completed the first milestone on 9/25.

VIII. Adjournment: Meeting adjourned at 3:35pm.

Next DE meeting: 10/10/23

Distance Education Committee

Meeting Minutes of October 10, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Grace Estrada	
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)	X	Steven Mentor	
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)	X		
Will Thai(Couns)	X	Robbie Kunkel (Admin)	X		
(LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)	X				
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Motion to adopt: Michael Ghebream

Second: Maggie Glover

Agenda approved with no changes.

III. Approval of minutes

9/26 Minutes approved. Motion by Michael Ghebream, Second by Maggie Glover

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Student and Faculty preferred name in Canvas: DE chair Tejal Naik requested that the members disseminate the following updated process to change preferred names and pronouns as well as email in Canvas be disseminated to their division faculty: Since the Canvas and Self-Service integration, preferred user names, pronouns and email can no longer be

changed in canvas. Faculty and Students can change this information from the User Profile in Self-Service.

b) DE Eligibility and Online Faculty Observation form(OFOF): AFT President, Steven Mentor, reported the following:

- AFT is gathering and comparing class cancellation information for in-person and DE classes and will be addressing them in the current negotiations.
- He recommends DE committee and Academic Senate consider putting a pause on DE eligibility until Spring 2024, while the contract language is negotiated. Language is being crafted to put into a memorandum of understanding (MOU) so it can be done faster and will be presented to the District on Friday. It is unclear at this time how much time faculty will have to complete the 4 hours once the MOU is signed and before the Deans start assigning classes. It was pointed out that the schedule for Spring has already begun and these 4 hours requirement may need to be extended until Fall 2024. Steven Mentor stated that SJCC has been doing this already for some semesters and recommended the DEC update their guidelines and process on maintaining eligibility.
- OFOF is far less controversial and there is no financial issue with it. It is moving slowly as we are focusing on DE eligibility language. The possibility of putting it on the MOU is being discussed.

c) Canvas and CurriQnet Integration: Grace Estrada reported that VP Pouncil had approved Canvas and CurriQnet integration (\$6000) which will enable faculty to do SLO assessment through Canvas Rubric and feed that data directly into CurriQnet. The motivation for this is to meet the ACCJC standards . We are required to disaggregate out outcomes data by demographic groups. With Canvas integrated with Self-Service, this Canvas integration with CurriQnet will enable access to registration data which will

be extremely helpful in disaggregating outcomes data. There will be a demonstration by CurriQnet at the upcoming SLO meeting. Grace plans to send out information about the zoom meeting.

- d) Defunct processes and Outdated Information in DE handbook: Tejal Naik reported that the DE handbook contains process that are defunct and outdated information that the DEC needs to review and update. She will send a working copy of the handbook with the information highlighted that needs updating and requests that the committee members review and provide input on the update. Raquel Rojas recommends that while we are updating the DE handbook, that either the link be deactivated or a note be put on the DEC webpage underneath the DE handbook link that indicates that the handbook is being updated.

VI. Discussion Items

- a) Maintaining DE Eligibility – Gap: The Committee continued its discussion on the stoplight process, and considering AFT President Steven Mentor’s are request, decided to pause in the sense that faculty can continue completing their 4 hours and as they complete them through this semester, their eligibility will be extended by 2 years from 8/31/2023 to 8/31/2025. Maggie Glover and Ly-Huong Pham suggested that the committee work on crafting a description or criteria for “DE related activities” that count towards meeting the 4 hours. This would be in addition to the list of approved activities and help guide the faculty and DE coordinator in determining approval for activities not on the list. At present, the only way to obtain initial certification of teaching DE is to complete either EDIT 22 or the equivalent @ONE certificate in online teaching and design. This is not ideal for new faculty who have been DE certified elsewhere and are experienced online instructors. Lite POCR review of previously taught online courses was another option but had to be discontinued due to lack of funding. The DEC directs the DE coordinator to investigate funding sources.

- b) EVC POCR Club: The GP and POCR proposal is making progress, and we should have courses and faculty ready to start aligning their courses to the CVC-OEI rubric. Tejal Naik would like one or two volunteers to be advisors for the POCR club Canvas course design. Maggie Glover and Nasreen Rahim agreed to review the Course and provide feedback and recommendations.

VII. Action Items

DEC Approval for DE certification – Andre Quintero: Pat James makes the motion to give Andre Quintero temporary DE certification contingent on completion of EDIT 22 by end of Summer 2024. Motion passed unanimously.

VIII. Recognition and Announcements

- IX. Adjournment: Meeting adjourned at 4:50pm.

Next DE meeting: 10/24/23

Distance Education Committee

Meeting Minutes of October 24, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)		Jio Rangel (Student assistant)	
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)		Cindy Bevan	
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	X		
Will Thai (Couns)	X	Robbie Kunkel (Admin)	X		
Vacant (LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)					
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)					

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

III. Approval of minutes

10/10 meeting minutes tabled to the next meeting.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Canvas Updates: Canvas released customizable assignment statuses as color coding. New discussions with dual due dates – checkpoint date will be released in January. New quizzes will also be out of beta version and available. DEC to consider plans to demo and offer training in spring. Questions regarding transition to New quizzes were discussed. More details to come.
- b) District Technology Plan: Tejal attended the information meeting regarding the development of District Technology Plan. ITSS hired a consultant to help

craft the plan. Tejal will represent EVC faculty (this assignment was recommended and approved by AS President) in these meetings along with the CTC chair, Steven Mentor.

- c) Respondus Proctoring Software: Issues concerning lack of communication from Respondus regarding known problems with Mac. Student help is only available within lockdown browser which is problematic if student face issue in downloading the browser and or during actual exam. Another problem was messages asking the students to contact instructor when the issue is technical or Respondus problem. Tejal, Ly-Huong and Azita(Bio faculty) and Audrey(SJCC DE coordinator) met with Respondus for an hour-long meeting to discuss these concerns and request resolution. Tejal will follow up.

VI. Discussion Items

- a) IOTL Workshops: DEC discussed various DE refresher training needs and decided on the following workshop topics: Canvas Gradebook, Accessibility, RSI, OEI Rubric standards, AI use for faculty and AI score card in Turnitin(Request from LA to repeat the PDD session as many faculty were unable to attend). IOTL workshops to be offered in evenings and Friday afternoons to accommodate Associate faculty schedules. Tejal will prepare the schedule and send it out.
- b) Defunct Processes and outdated information in the DE handbook: Tejal will highlight these process and information in the DE handbook and bring to the next meeting for DEC to review. Associate faculty Office hours: A query regarding faculty offering office hours was raised in light of the email from Phil Hu indicated the associate faculty are not required to hold office hours by contract. Tejal consulted AFT President, Steven Mentor, and it was determined that this does not apply to Zoom office hours for online courses as they fall under meeting RSI.

- c) Maintaining DE Eligibility Gap: For faculty whose eligibility have expired on 08/31/2023, Tejal will update their eligibility if they complete their refresher training (at least 4 hours) in Fall. The updated FEOT list will be sent to the Deans in January 2024. In addition, Tejal, on recommendation from DEC, Deans and AS will investigate using self-service/Colleague to maintain Eligibility records.
- d) DE Resolution at the Academic Senate: The DE resolution presented at the Senate was reviewed by the DEC and recommendations and feedback given. See page 4 of the minutes.

VII. Action Items

VIII. Recognition and Announcements

IX. Adjournment: Meeting adjourned at 4:45pm.

Next DE meeting: 11/14/23

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~ DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes~~ to meet the 4 hours/every 2 years maintaining eligibility requirement.

Distance Education Committee

Meeting Minutes of November 28, 2023

Respectfully Submitted by Tejal Naik

Committee Members			Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)		Jio Rangel (Student assistant)
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)		Cindy Bevan
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)		
Will Thai (Couns)	X	Robbie Kunkel (Admin)	X	
Vacant (LETC)		Matais Pouncil (VPAA)		
Pat James (At-large)				
Ly- Huong Pham (B&W)	X			
Nasreen Rahim (Past DE Chair)				
Raquel Rojas (LA)	X			
Patricia Tirado (SSHAPE)	X			

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

III. Approval of minutes

Meeting minutes tabled.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) District Technology Survey: ITSS sent out a survey for feedback regarding technology from faculty.
- b) Respondus Proctoring Software: Tejal, Ly-Huong and Azita (Bio faculty) and Audrey (SJCC DE coordinator) met with Respondus for an hour-long meeting to discuss these concerns and request resolution. The Respondus Team will take our feedback to the technical support team. And IT, Tejal and Audrey will follow up to ensure one of the DE coordinators has admin access so the communications from Respondus can be received in a timely manner.

- c) DECO update: DECO is collecting information on DE training from community colleges in the state.
- d) DE Resolution at the AS: DEC edits to the DE resolution were reviewed and the Senators had no objections. It was moved to Action Item with minor edits to a couple of “Whereas”

VI. Discussion Items

- a) Defunct Processes and outdated information in the DE handbook:
- b) Language for Maintaining DE Eligibility: Process and Eligibility extension updates that were posted in the IOTL canvas course and the DE eligibility document shared with the Senate have been added to the DE handbook. Committee will review at the next meeting.
- c) DE Certification Training Waiver – Andre Quintero. DEC reviewed the additional documentation provided. There was a lengthy discussion regarding the suitability of the course as a substitute for EDIT 22 – it is not. There was a concern that the course description in the catalog was not sufficient to access content and topics covered in the graduate course. It was determined that submission of syllabus would be more appropriate. There was also concern about the clarity of the language in the training waiver sections. The committee decided to add that language and review and update the DE certification and training section in the DE handbook as part of the ongoing update. Since EDIT 22 was completed in Summer of 2017, and there is evidence that faculty has been teaching online regularly and stayed current through appropriate refresher training at other colleges, the DEC decided to approve the training/certification waiver.

VII. Action Items

VIII. Recognition and Announcements

IX. Adjournment: Meeting adjourned at 4:50pm.

Next DE meeting: 12/12/23

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~ DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes~~ to meet the 4 hours/every 2 years maintaining eligibility requirement.