Members Present: Elise Baker, Angela Sanchez, George Woodbury, Kristi Hodges, Lyndsi Litten, Allison Ferry-Abee, Erika Jensen, Brice Nakamura

1. Call to Order: 2:12
2. Public Comment
   1. On-agenda items: none
   2. Off-agenda items: none
3. Action
   1. Approval of Remote Attendance Request – Just cause, general consensus
   2. Approval of minutes: May 2, 2023: moved Brice, George 2nd, Passed
   3. Confirm 2023-24 meeting dates: moved Kristi, 2nd Lyndsi, Passed
4. Discussion
   1. Review of District Governance Manual: The committee reviewed the DGM information about committee duties and members.
   2. Review of DECOS By-Laws c. 2018: the committee discussed the bylaws, mainly regarding quorum and frequency of meeting. The committee was hesitant to increase the required number of voting members. The consensus was to keep them as-is.
   3. Review of 2022-23 Governance Survey Results: committee reviewed the IRB and the concerns that were noted by the committee last year.
   4. Review of current “Active” initiatives in TracDat:
      1. Distance Learning Addendum: The DE Coordinator will check with the Curriculum to make sure it is up to date and the committee will revise as necessary.
      2. DE Plan: The committee may need to revise this and present an updated version for the Master Plan.
      3. Promote equitable teaching strategies: The committee decided to keep this as an ongoing action
      4. RSI Definition: The committee will review this at the end of year.
      5. Revise the DE Website: The committee decided to keep this as an ongoing initiative.
   5. Initiatives for the 2023-2024 AY
      1. Fraudulent student prevention: The committee discussed developing faculty guidelines—planning drop assignments around financial aid deadlines, syllabus policies, important contacts, designing assignments, and communicating dropping policies.
      2. Offering online classes at amounts that match demand: The committee will look at data concerning our Math and English online classes and compare our percentages to West Hills, Kern, and State Center. There is some concern that we are not offering enough online classes to meet student demand, though some external factors exist.
      3. Certification and Re-Certification for teaching online: The committee will investigate developing a re-certification process for faculty teaching online. This could include attending conferences/workshops related to DE, local professional development opportunities, or a short learning module in Canvas. The committee will also look at revising COSAFA language regarding bypassing the OTCP for part-time faculty.
      4. RSI-ready canvas shell: The DE Coordinator will seek funding for the development of a Canvas shell that meets RSI Standards, possibly using the UC Irvine shell as a template/starting point.
      5. Make DE its own unit: The committee will assist the DE Coordinator with filling out the application to make Distance Education its own unit. This would solve many logistical and fiscal issues with DE that have arisen in the past.
5. Adjourn: 3:19