

Distance Education Task Force

Meeting Summary for October 6, 2015

Present: Nancy Morgan; Linda McCauley; Linda DelRio; Greg Turner; Lucy DeCaro; Darcy Kipnis; David Hurst; Meng Vang; Mary-Catherine Oxford

1. Update on Canvas Implementation for COS. Deborah updated the group on the Canvas adoption.
2. Discussion and work on Institutional Objectives of the DE Plan.
 - a. We discussed the Institutional Outcomes on page 8 of the DE Plan draft. We changed the term outcomes to commitments.
 - b. We also expect to be able to identify responsible parties, or locus of control). For example, Computer Services would reasonably be expected to Provide 24/7 access to the learning management system and maintain the synchronization of Banner and the learning management system.
 - c. During this discussion, we began to consider administrative structure for distance education. Deborah will provide some organizational models for the next meeting.
 - d. We discussed the existing policies that provide information or support for these commitments. For example, AP 4105 provides information concerning student authentication, Last Day of Attendance (LDA) and regular and effective contact.
 - e. We added an umbrella commitment to meet all accreditation requirements.
3. Discussion of items to Review before next meeting. Mary-Catherine referred to the list below for all members. These documents are available on the U drive.

Available Research Documents:

1. [ACCJC Guide to Evaluating Distance Education](#)
2. [Show Cause Report 2013](#) (Pages 90-97, 102-105)
3. [Actionable improvement Plan #9](#), Recommendation 5: Using the program review and resource allocation processes, the superintendent/president will ensure that resource allocation decisions about student support services are based on data, and that special attention is given to ensuring that students have equitable access to services at all District locations and means of delivery.
4. [External Evaluation Team Report](#) – October 2012 See online education comments: pages 22 and 23 (specifically the study at the bottom of page 22 and top of page 23) and USDE requirements Page 27, 28 and 29—counseling and tutoring for online students
5. [July 2012 Self Study](#)- No specific recommendations for distance education. Distance education is discussed on pages: 43, 106, 107, 119, 120, 142, 148, 149, 167, and 170
6. [Distance Education Plan draft](#) (saved on U: Drive)

Next Meeting: November 3, 2015, 3:10 PM, GF 204.