Members present: Mark Fields, Alice Grigsby, Mark Lipe, Dean Lofgren, Mary McMillan, Lloyd Noonan, Margaret Steinberg, Jason Suarez, Roeun Malinnil, Rodney Murray, Celia Valdez, Laura Welsh and Howard Story.

- H. Story called the meeting to order at 12:50pm. He welcomed everyone and explained that he had made a mistake and inadvertently sent the wrong date out for the meeting. DEAC normally meets on the third Thursday of each month.

Committee Composition:

H. Story stated that this semester's membership represented most of the disciplines offered via Distance Education and both ECC and Compton center were well represented.

- Each member was asked to introduce themselves.

Accreditation Visit:

- H. Story reminded the committee that the Accreditation Team will be on campus October 6-9, 2014 and that faculty at both campuses should have received a letter concerning areas that are looked at in the Distance Education area. The Team will be given access to all Distance Education Courses via their Etudes shells.

DE Program Status:

- H. Story gave a brief status report of Distance Education at ECC. The program at both campuses is in a growth mode. 86 sections of DE courses were being offered Fall semester 2014 with an 87.33% fill rate. This growth is a result of the need to increase our FTES. He predicted that exciting times were ahead for DE programs in our community college system due to the Online Education Initiative (OEI).

Instructional Media Coordinator – Distance Education:

- Ms. Gema Perez has been offered the position formerly occupied by Rica Young in the ECC DE Office. She has 8-9 years' experience supporting Distance Education at East LA College. Ms. Perez is very familiar with the Etudes Course Management System.

Online Education Initiative:

- H. Story updated the committee on the Online Education Initiative. It was suggested that DEAC members visit the OEI website to stay informed on what is happening with this important initiative. Mr. Story felt that this initiative has the potential to improve and expand online

learning opportunities for students in California. Both students and Colleges will benefit from course availability, proctoring, tutoring, and professional Development opportunities.   Fifty-two colleges applied to join the pilot group and 24 were selected. ECC did not apply but can join later. A steering committee has been put in place and work is underway to meet milestones established for the first 19 months of the project. A Rubric has been developed and is being used along with the @One Standards for Quality Online Teaching to select courses being submitted by the pilot group of colleges. The OEI team is soliciting input from faculty and staff involved in support and delivery of online courses. A new course management system is being developed for use by member colleges and is scheduled for deployment June 2015.

20154/15 Committee Focus "What procedures and processes can we improve?":

- H. Story presented a list of items that the committee may want to address this year. He noted that DEAC is a faculty advisory committee with the authority to recommend and that a few of the topics have been discussed in the past. H. Story suggested that the committee may want to look at what other colleges have in place to support faculty and students. Pasadena City College's faculty handbook was mentioned as a possible example. The following topics were discussed:
    1. Review of Student Survey for Instructor Effectiveness (Is it appropriate for our online courses?).
    2. Online/Hybrid definition. A number of our courses have at least one face- to- face meeting and are called "online" at ECC. This can cause confusion for students. H. Story read the definition of an online and hybrid class at Pasadena City College. Their online courses do not have any face-to-face meetings. DE classes with one or more face-to-face meetings are defined as hybrid. Several committee members gave examples of how they experienced high drop rates for their Hybrid courses when students found out that they were not online courses and had to attend face-to-face meetings. It is difficult for the students to get information during the registration process. This is a major concern and the DE Office and committee must work with ITS to make improvements.
    3. Faculty Handbook.
    4. DE course review. When and how frequently DE courses should be reviewed. The curriculum committee has a schedule for all courses. Courses are also reviewed during the program review process.
    5. Training requirements. Should we have faculty mentors? Should we have a DEAC sponsored DE Institute this year or combine our efforts with Technology Day?
    6. Syllabus requirements. The committee started work on this last year.

- H. Story gave the dates and cost to attend the Etudes Summit in November 2014. It is being held in Long Beach. CA.

    The meeting adjourned at 1:50pm. Next meeting is scheduled for October 16, 2014.