	Distance Education Advisory Committee Meeting Minutes 9/17/2019 Library East Basement Rm. 68	Meeting Materials:
		AP 5070 Draft Edits Federal Financial Aid Guidelines College of the Desert Attendance Policy

Committee Members (*Attendees via CCC Confer)

- ☒ Elana Azose (EA)
- ☒ Kevin Degnan (KD)
- ☒ Sara DiFiori (SD)
- ☐ Mark Fields (MF)
- ☐ Renee Galbavy (RG)
- ☒ Laurie Houske (LH)
- ☐ Kurt Hull (KH)
- ☐ Janice Pon-Ishikawa (JPI) - *on leave*
- ☒ Rhea Lewitzki (RL)

- ☒ Pete Marcoux (PM)
- ☒ Crystle Martin (CM)
- ☒ Mary McMillan (MM)
- ☒ Thomas Noyes* (TN)
- ☒ Gema Perez (GP)
- ☐ Margaret Steinberg (MS)
- ☒ Lauralee Welsh (LW)
- ☒ Moses Wolfenstein (MW)

Welcome

MW called the meeting to order. MW reiterated request for minutes to be reviewed prior to meetings. Final Spring 2019 DEAC Meeting (May, 2019) were reviewed prior to meeting and no changes were requested.

Announcement: Teaching with Technology Center

Moses Wolfenstein (MW) announced that room 68 will be repurposed as the new Teaching with Technology Lab. He provided details regarding how the room will be furnished including removal of the bookshelf and installation of a projector. Crystle Martin (CM) provided additional details on features of the room including already purchased technology (e.g. Surface Studio, VR rigs), addition of new modular furniture, and purpose of the room for receiving hands-on help and experimentation with new technology. Mary McMillan (MM) explained that it will also house the "OER Petting Zoo" (a space for faculty to explore digital and print Open Educational Resources). CM added that we will work with ITS on vendors providing technology loans for the space. Pete Marcoux (PM) asked who faculty should contact if they have requests (e.g. see something at a conference) for tools to try. CM volunteered to receive and transmit such requests to ITS.

Discussion: AP 5070 (Attendance Accounting)Edits

The committee moved to the topic of DE Edits to AP 5070 (Attendance Accounting). MW noted that the aim was to pass the draft to Ed. Policies with the hope of moving the policy through all necessary steps by the start of Spring 2020. Copies of pp. 5-62 & 5-63 from the Federal Student Aid Handbook were provided for committee members as reference for federal guidelines around academic attendance at prior recommendation of Renee Galbavy (RG) who could not attend. Sara DiFiori (SD) inquired whether purpose of text was for inclusion in AP 5070. MW clarified that intent

was to inform the conversation. MW also noted that RG had provided draft language from prior DEAC work on this policy, but that it was language developed for the website and could be revisited after AP 5070 revisions received final approval.

A discussion was had amongst meeting attendees to how best implement a no show policy for DE. Discussion included defining the first day of class. The committee determined that, independently of the attendance policy, a recommendation should be made for all online courses to abide by a common date for opening the class. The committee agreed that this could be addressed in edits to AP 4105 Distance Education. Rhea Lewitzki (RL) noted that at a later time the committee should address the fact that there is no language for waitlisted DE students to inform them to contact the instructor.

Debate focused on the number of days after term start that AP 5070 should recommend as a determination of non-attendance, and the criteria for attendance during that time period. MW noted that Federal Financial Aid Guidelines specifically prohibit using logins as an attendance metric. After debate about sets of interactions vs. use of a span of time in current courses, draft policy language for the No Show Reports addition for DE was read and approved by the committee.

MW introduced language from College of the Desert which provides a high degree of instructor control in defining their own attendance policies with the course syllabus as the key policy document. The committee unanimously agreed on taking this approach for El Camino's Withdrawal By Instructor policy. RL noted that the main driver is that it can't be anchored to logins for attendance accounting. PM emphasized that this needed to be spelled out clearly. The committee wordsmithed language until it unanimously agreed that a viable draft that would require minimal additional edits had been developed. The draft relied on the instructor's syllabus and the use of regular and substantive interaction as defined in the syllabus. A vote was scheduled to take place virtually pending final edits.

Discussion: Panopto Video Software

In the final 5 minutes of the meeting, MW elicited feedback on the video SaaS Panopto and whether DEAC would recommend moving forward with further exploration of this tool. The committee unanimously approved additional exploration of Panopto including determining price and budget sources, and passing it along to the Academic Technology committee for further discussion.

Next Meeting: October 8th, 2019 1-2:00 p.m. – Library East Basement Rm. 68