



Distance Education Advisory Committee

Meeting Minutes for 4-25-19

Library, Room 102 1:30 – 2:30 PM

Meeting Materials:

- Minutes for 3-28-19
- Agenda for 4-25-19
- DE Attendance Policy Revision Proposal
- 2018 ECC DE Survey Results (Draft)

**Present**

Dustin Black (Chair;  
LLR/BSS)  
Kevin Degnan (HUM)  
William Doyle (FA)  
Mark Fields (IT)\*

Renee Galbavy (BSS/Senate)  
Chris Gold (BSS)  
Kurt Hull (BUS)  
Crystle Martin (Dean, LLR)  
Mary McMillan (LLR)

Jim Noyes (NS)  
Gema Perez (LLR)  
Janice Pon-Ishikawa (CSS)\*  
\* Via ConferZoom

<b>Welcome &amp; Introductions</b>
Dustin Black (DB) greeted committee members.
<b>Minutes Approval</b>
DEAC meeting Minutes from 3-28-19 were briefly reviewed, corrected, and approved.
<b>DE Policy Development</b>
DE Attendance Policy: DB presented an overview of proposed policy revisions since the last meeting. Renee Galbavy (RG) requested clarification on which revisions apply campus-wide vs. DE dept. only; both Chris Gold (CG) and DB offered clarifications. Kevin Degnan pointed to the importance of keeping policy language open / flexible, and expanded on his previous suggestion to increase the online drop threshold from 10% to 20% or 30%. DB suggested 25%. Discussion ensued on the question of how to justify such a change when presenting to Senate. KD and DB volunteered to help RG present to Senate. Gema Perez (GP) suggested reference to Rhea Lewitzki’s (RL) concern, as voiced at the last meeting, of “sleeper” or “peeking in” students as a possible justification when presenting proposed revisions to Senate. Mary McMillan (MM) suggested including a more prominent reference to the Federal guidelines that inform the proposed revision. Kurt Hull (KH) posited the need to distinguish between online and hybrid, to which Crystle Martin (CM) replied that state-level guidelines now delineate those differences more clearly. A larger point arose as discussion continued – that these revisions invite a paradigm shift, as identified by GP and RL at previous meetings. DB inquired of the room whether it is local, quicker, incremental change that would be best, or pursuit of a fundamental, campus-wide change in policy; the consensus was summed up succinctly by CM: now may be the best time to effect substantive, institution-wide change with regard to an Attendance policy that takes into account the needs of DE. RG advised that Senate’s Spring agenda may be too full to push through a smaller proposal anyway, and she agreed to consult with the Ed Policy Committee and Senate to confirm the sequence of steps to begin this larger project.
<b>Information Items</b>
DB distributed hard copies of the 2018 DE Survey results draft for discussion reference at the next DEAC meeting.
<b>Other Discussions &amp; Adjournment</b>
William Doyle (WD) distributed flyers for his upcoming performance. DB thanked all for attending and adjourned the meeting at 2:26 PM.