

**Tuesday May 8<sup>th</sup> 2018**  
Meeting commence - 12:32pm  
Meeting adjourned – 1:32pm

## MINUTES Distance Education Committee Meeting (Merritt College)

In attendance: Xavier Gomez, Inger Stark, Monica Ambalal, Courtney Brown, Mario Rivas, Syed Hussain.

### A. Reviewing Administrative Procedure AP 4105 - Distance Education

- I. What correspondence education is vs. distance education
  - a. Defining distance education in the Peralta District
  - b. Definition – ‘Regular and substantive faculty initiated interaction with students.’
  - c. Consider adding percentages to help define parameters of online vs. hybrid
  - d. Online proctoring
- II. Course Approval
  - a. Suggestions to alter the current DE addendum in CurricuNET Meta.
  - b. Considering the compliances of DE via faculty, shared governance
- III. Certification
  - a. Consider altering regular effective contact vs. ‘substantive’ contact.
- IV. Student Authentication
  - a. Develop solutions to ensure students are actually present in their classes.
- V. Federal Financial Aid Eligibility
  - a. (Awaiting documents from Inger Stark)
- VI. Scheduling Instructors for Distance Education Classes
  - a. District Academic senate is considering revising this section.
  - b. Ensure that instructors, deans, and evaluators are using section VI when building and approving DE courses.
  - c. Important to define parameters and specifics into section VI.
  - d. Support from Peralta district to add faculty webpage options.
- VII. Final Thoughts
  - a. Adding individual sections for labs vs. courses online

### B. Action Items

1. Inger Stark to provide handouts regarding the handling of faculty with multiple sections consisting of labs.