

Committee on Distance Education (CoDE)

Minutes

August 28th, 2018

SV105

Members Present: Rachel Ridgeway (PSD), Alexa Schumacher (Chair), Sevada Isayan (BUSD), Robin Fishman (SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Melissa Basalla (CESL), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Molly Mercer (STSD), Jonathan Holt (BIOD), Mike Eberts (LAD),

Members Not Present: Dave Martin (TAD)

Resources: Julie Gamberg (DEFDC), Eric Hanson (Dean), Franciean Rohrbacher (C&I), KC Camp (DSPS), Connie Lantz (ITSS), and Ken Taira (BUSD)

- I. Call to order at 12:32pm
- II. Comments from the committee on agenda items only (2 minutes per speaker) - None
- III. Approval of Minutes (**MTA Eberts/Oliver**) – **Approved**
- IV. Coordinator's Report
 - Next @ONE DE Certification Sept. 10 and Oct. 22 - Advertise!
 - New GADER Deadline – March 15, 2019!
 - New GADER Policy/Workshops: <https://tinyurl.com/GCC-GADER>
 - New DE Rep. for Guided Pathways Comm. Rachel Ridgeway
 - New “Derailing Online Cheating” Blog:
<https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-vlog-blog-faq-tips>
 - “Canvas Sample Course Shell” – Virtual Committee Needed
 - Basalla, Panec, Camp, Rooney, Fisher, Gamberg
 - New DE Certified Listserv: All DE Faculty are Added once Certified
 - OEI/GADER Subcommittee (Meets 2-3) - Reports to CoDE
 - Isayan, Taira, Ridgeway, Gagaliano, Somo, Ramos
- **Motion Passed 2018-07:** The Senate vigorously promotes the use of pedagogical methods and tools that have been recognized as Best Practices in the instruction of Distance

Education classes, and acknowledges instructors' rights to select from recognized or emerging pedagogies and tools, synchronous or asynchronous, in their instructional practice – 5/3/18

- V. *Call for additional items (for future agendas)*
 - OEI Steering Committee Updates – Eric Hanson
- VI. **Approval of Agenda (MTA Isayan/Rooney) – Approved Unanimously**
- VII. **High Priority Items**
 1. Approval of DE Addenda Reviews – None
 2. Drop Date for Short-Term Sessions (5-8 weeks) – Tabled. Will report back via email after discussion at Division Meetings regarding a Wednesday or Thursday date.
 3. DE Goals Activity – drafted goals from the recommendations will be sent to CoDE and DE Certified Listserv and then presented during the September CoDE meeting for approval.
- VIII. ***New Business***
- IX. ***Old Business***
 - Review best practices for online exam taking in DE classes
- X. ***Adjournment***

Fall CoDE Meetings: August 28, Sept. 25, Oct. 23, and Nov. 27

Contact Information of GCC DE Team:

- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu
- Assistant Instructional Tech Support Specialist: Daniele Ingrao - SV112, dingrao@glendale.edu

DE Check-In Assignment Drop Dates

Change to Wednesday/Thursday at 11:59pm?

4-Weeks Courses: Eligible to drop and receive refund: Thursday night. Census is due Wednesday in the second week of class.

5-Week Courses: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

6-Week Courses: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

8-Week Course: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

Keep Sunday at 11:59pm

10-Week Courses: ? Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.

13-Week Courses: Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.

16-Week Courses: Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.

Don't Forget to Tell your Division...!

(Reminders from CoDE: August 28, 2018)

1. Register for next [DE Certification](#) Sept 10, Oct. 22, Jan. 14!
 - a. Earn 40 hours of Flex or a 1.25 step-in-column
2. Complete Required [GADER](#) (Glendale Annual DE Recertification) Hours by March 15, 2019
 - a. New Deadline – Contact Julie at defacdev@glendale.edu
3. New “Derailing Online Cheating” Blog:
<https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-vlog-blog-faq-tips>
4. New OEI/GADER Subcommittee to discuss all things Online Education Initiative (OEI) and becoming OEI Ready for the Exchange at GCC.
 - a. Still accepting volunteers – email: de@glendale.edu