

Committee on Distance Education (CoDE)

Minutes

February 27th, 2018

SV105

Members Present: Sandra Romero (MATH), Rachel Ridgeway (PSD), Molly Mercer (STSD), Alexa Schumacher (Chair), Sevada Isayan (BUSD), Robin Fishman (SSD), Emily Haraldson (VPAD - proxy for Amy Oliver), Adina Lerner (LIBD), Mike Eberts (LAD), Dave Martin (TAD).

Members Not Present: Barbara Assadi (NCESL), Barbara Efert (KIND), Brian McDonald (CESL), Deborah Levine (PSD), Javier Gago (BIOD).

Resources: Connie Lantz, Julie Gamberg, Fabiola Torres, Francien Rohrbacher, KC Camp.

- I. Call to order at 12:30pm
- II. Comments from the committee on agenda items only (2 minutes per speaker)
- III. Approval of Minutes (**MTA Robyn Fishman, Adina Lerner**) (approved, with Piper Rooney abstaining)
- IV. Coordinator's report
 1. New DE Coordinator (Schumacher)
 2. New DE Faculty Development Coord. (Gamberg)
 3. New DE Website (<https://www.glendale.edu/online>)
 4. DE Update in Catalog to Reflect Orientation Policy, Pg. 12 (<https://www.glendale.edu/home/showdocument?id=34228>)
 5. "Don't Forget to tell your Division" handout!
 - Community of Practice/DE Certification/Recertification
 - Bullet pointed list to CoDE Reps to give to Divisions
 6. New @One DE Certification Trainer (Schumacher)
 - New Dates: March 5, April 23 – Summer Dates?
 7. New Faculty Innovation Center (FIC) Office SV112
 8. Office Hours for DE Team in the FIC
 - Schumacher Office T/Th 9:30-10:30am, W 9:30-12pm
 - Gamberg Office Hours M 11-12/Th 1:45-3:35pm
 - Lantz Office Hours M-F 8-4:30pm

- I. Call for additional items (for future agendas)
 - DE Deadline for May 15th for DE Recertification
 - Discussed OEI Course Exchange Rubric Standards
 - II. Approval of Agenda (**MTA Savada/ Rooney**)
 - III. High Priority Items
 1. Review and Discuss DE Addenda
 2. Add "Video" and "Samples" for DE Addendum Creation?
Yes – Added to New DE Course Proposal page on DE Website: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/new-de-course-proposal-process>
 3. Approval of DE Addenda Reviews
 - 3.1. ARCH 106 (TAD)
 - 3.2. STDV 101 (STDV) (PULLED FROM CONSENT)**
 - 3.3. SPCH 104 (LAD) (PULLED FROM CONSENT)**
 - 3.4. MCOMM 101 (LAD)
 - 3.5. ETHS 110 (SSD)
 - 3.6. TART 101 (VPAD)
 - 3.7. BUSAD 158 (BUSD)
 - 3.8. HIT 197 (BUSD)
 - 3.9. RE 140 (BUSD)
 - 3.10.HUMN 115 (ENGD)
 - 3.11.HUMN 125 (ENGD)
 - 3.12.PSYC 104 (SSD)
 - 3.13.PSYC 106
- (MTA on approved courses, Piper Rooney also Adina Lerner/ Savada Isayan)**
4. DE Goals and Vision – Discuss and Brainstorm (Tabled)
 5. Standardize Ticket Note for DE Classes? Yes – moved to March 27th meeting.
 6. Standardized Syllabus for DE Classes? Yes – Posted on Community of Practice
 7. Standardized Welcome Letter for DE Classes? – Yes – Posted under DE Course Requirements page:
<https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/mandatory-de-course-requirements>

8. Form a DE Handbook Taskforce to Create Policy/Procedures/DE Course Quality – Meeting Dates: March 13, April 10, 9-10am – FIC (all welcomed and will be invited via email. Non-participants can comment via online email chat regarding progress of DE Handbook.

IV. Old Business

1. DE Program Mission Statement – Update
2. DE Program Vision Statement – Add One?
3. Update Distance Education 3 Year Plan – Update

V. New Business (none)

VI. Adjournment

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

(Reminders from CoDE: Feb. 27, 2018)

1. New DE Coordinator: Alexa Schumacher (Policy + CoDE)
2. New DE Faculty Development Coordinator: Julie Gamberg
3. New DE Office in the Faculty Innovation Center (Sierra Vista)
- 4. There is a new DE Website: glendale.edu/online**
5. Get DE Certified at GCC with our @One Course!
(glendale.edu/online)
6. Complete Required GADER (Glendale Annual DE Recertification) Hours! (<https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-annual-recertification>)
7. Review the 5 Mandatory DE Course Requirements
(glendale.edu/online)
8. DE Certified and want to run a DE class for the first time?
Complete a DE Addendum for a New DE Course! Email Alexa Schumacher at de@glendale.edu