Committee on Distance Education (CoDE)
Minutes
March 27th, 2018
SV105

Members Present: Rachel Ridgeway – Proxy Ziad Sedki (PSD), Alexa Schumacher (Chair), Sevada Isayan (BUSD), Robin Fishman (SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Mike Eberts (LAD), Dave Martin (TAD), Barbara Efert (KIND), Brian McDonald (CESL), Piper Rooney – Proxy Shant Shahoian (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL),

Members Not Present: Deborah Levine (PSD), Javier Gago (BIOD), Molly Mercer (STSD).

Resources: Julie Gamberg, Eric Hanson, Francien Rohrbacher, KC Camp.

I. Call to order at 12:29pm
II. Comments from the committee on agenda items only (2 minutes per speaker) - None
III. Approval of Minutes (**MTA Isayan /Lerner) – Approved Unanimously**
IV. Coordinator's Report
   - *New DE Website (https://www.glendale.edu/online)*
   - *DE Addendum Video and Sample – Posted!*
       o Title 5 Requirement/Must show modifications in DE Addenda to be passed by CoDE/DE Addendum covers Online/Hybrid – one form is fine/COR must be within 6 years to approve a DE Addendum/Instructor fills out DE Addendum with help from CoDE Rep/Watch "How To" Video.
   - *"Don't Forget to tell your Division"…handout! Thoughts?*
   - *OEI releases 30 Canvas Shell Courses: Search CCC on Canvas Commons (Also,* Canvas Sample Course Shell)
   - *Next @One DE Certification April 23rd – Register!*
   - *Update on DE Handbook Taskforce's first meeting on March 13 (Next Meeting April 10 from 9-10am – FIC) – Will send out 1st Draft of DE Handbook to all CoDE Reps for review and discussion by April 17th.*

V.   *Call for additional items (for future agendas) - None*
VI. **Approval of Agenda (MTA Isayan/McDonald) – Approved Unanimously**

High Priority Items
1. Review and Discuss DE Addenda
2. Approval of DE Addenda Reviews
    2.1. FIRE 108 (TAD)
    2.2. FIRE 114 (TAD)
    2.3. ART 101 (VPAD)
    2.4. ART 102 (VPAD)
    2.5. ART 133 (VPAD)
    2.6. STDV 101 (STDV)
    2.7. STDV 125 (STDV)
    2.8. SPCH 104 (LAD)
    2.9. ACCTG 150 (BUSD)
    2.10. ACCTG 160 (BUSD)
    2.11. ACCTG 165 (BUSD)
    2.12. ACCTG 250 (BUSD)
    2.13. CSIS 183 (BUSD)
    2.14. CSIS 186 (BUSD)
    2.15. CSIS 151 (BUSD)
    2.16. CSIS 157 (BUSD)
    2.17. CSIS 166 (BUSD)
    2.18. CSIS 180 (BUSD)
    2.19. CSIS 185 (BUSD)
    2.20. ENTRE 101 (BUSD)
    2.21. HIT 193 (BUSD)
    2.22. HIT 197 (BUSD)
    2.23. MOA 185 (BUSD)
    2.24. ASTRO 110 (PSD)
    2.25. ASTRO 120 (PSD)
    2.26. SPAN 115 (LAD)
    2.27. MCOMM 120 (LAD)
    (MTA all DE Addenda Above: Isayan/Eberts) – Approved
3. Online and Hybrid Definitions – Redefined
    Online = 100% online; Hybrid = 1%-99% online **(MTA Isayan/Sedki) – Approved Unanimously***
4. No Mandatory Exams/Tests for Online Courses **(Moot point since online is now 100% with no face-to-face meetings)**
5. No Mandatory Synchronous Learning for Online **(Discussed in length – will continue discussion in April meeting – can DE synchronous learning be mandated by a division/department – academic freedom to decide?)**

6. DE Standardized Ticket Notes* for Online/Hybrid **(In DE Handbook for discussion and approval)**
7. Faculty Evaluation Taskforce (Senate/Guild) (Tabled)
8. DE Certification @One – Why Do We Have Training? **(Covered in Announcements)**
9. DE Recertification – Submitting Hours/What (Tabled)

VII.   *Old Business*
   A. DE Goals and Vision – Discuss and Brainstorm
   B. DE Program Mission Statement – Update
   C. DE Program Vision Statement – Add One?
   D. Update Distance Education 3 Year Plan – Update

VIII.   *New Business*
 IX.   *Adjournment*

CoDE Meetings: Feb. 27, March 27, April 24, and May 22

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

*Online Courses: An Online course is offered 100% online. Students are not required to meet face- to-face for office hours, orientations, homework, exams, and distribution of resource materials or any other course component. An online course shall utilize features of the Learning Management System (LMS), Canvas, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, Asynchronous/Synchronous learning, etc. All course instructions, materials, assignments, and discussions are posted and completed online. Online courses require of the student and instructor the same amount of course work and hours outside of the classroom as traditional courses. Online courses are noted as such in the schedule of classes.

Hybrid Courses: A Hybrid course is offered 1%-99% online with online content and/or activities. Teaching is a combination of face-to-face meetings and online activities. A Hybrid course can utilize features of the Learning Management System (LMS), Canvas, such as Course Documents, Discussion Boards, Virtual Classrooms, Groups, Assignments, External Links, Digital Drop Boxes and Grade Books, Asynchronous/Synchronous learning, etc. The course can be offered during regularly scheduled class times or with online components that replace some of the regularly scheduled class meetings. The instructor will give the face-to-face orientation and in-class exams as stated in their syllabus. Hybrid courses are noted as such in the schedule of classes.

Don't Forget to Tell your Division…!
(Reminders from CoDE: March. 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: http://glendale.edu/online**
5. Register for next DE Certification April 23rd Class!
6. Complete Required GADER (Glendale Annual DE Recertification) Hours by May 15 (hard deadline) – Contact Julie at defacdev@glendale.edu
7. Review the 6 Mandatory GCC DE Course Requirements
   a. Welcome Letter sent to DE students 2-5 days before class.
   b. Check-In Assignment completed with 1 Week of class starting – Sunday at 11:59pm or be dropped.
   c. No mandatory face-to-face orientation for online courses.
   d. Regular and effective contact must be met weekly with DE students online (Title 5 Requirement), and synchronous office hours need to be help weekly online (Guild requirement)
   e. GCC DE Drop Policy: Students have 1 Week to complete the course Check-In Assignment as deemed Mandatory by SUNDAY at 11:59pm of Week 1. Late add students to your class should be dropped by Census if non-participatory.
   f. All online portions of a DE class must meet ADA/508 compliance standards (Federal Law).
8. Want to offer a DE class for the first time? Complete a DE Addendum for a New DE Course!