# CoDE Agenda
## Tuesday, April 24, 2018
## 12:20-1:30pm - FIC Conference Room

**I.** *Call to Order*
**II.** *Comments from the audience on agenda items only*
**III.** **Approval of Minutes –** March, 27, 2018
**IV.** *Coordinator's Report*
- *Next @One DE Certification July 23$^{rd}$ - Advertise!*
- *Recertification Hours due May 15$^{th}$ – Give to Julie in the FIC!*

**V.** *Call for additional items (for future agendas)*
**VI.** **Approval of Agenda**
**VII.** **High Priority Items**
- Approval of DE Addenda Reviews
  - ARCH 250 (TAD)
  - BUSAD 205 (BUSD)
  - BUSD 210 (BUSD)
  - BUSAD 212 (BUSD)
  - CSIS 187 (BUSD)
  - CSIS 212 (BUSD)
  - CSIS 243 (BUSD)
  - CSIS 255 (BUSD)
  - CSIS 260 (BUSD)
  - CSIS 261 (BUSD)
  - CSIS 262 (BUSD)
  - CSIS 280 (BUSD)
- CoDE Mission, DE Mission, DE Vision and Values
- Distance Education Handbook 2018-2019
- Adopt the OEI Rubric as the GCC DE Course "Goal".
- Highlight Portions of the OEI Rubric to complete the DE Compliance Check (Title 5/508/GCC policies) on DE Courses
- Faculty incentives for creating/modifying DE courses
- Individually Planned Activity (IPA) for new DE courses, major revisions, Compliance Update from Checklist – Set Hours?
  - https://www.glendale.edu/home/showdocument?id=10224

**VIII.     Old Business**
- Organize a Faculty Evaluation Taskforce (Senate/Guild)

**IX.     New Business**
- DE 7-Year Plan – Discuss and Brainstorm

**X.     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

### CoDE Mission (Current)
The mission of the Distance Education Committee is to work with the Distance Education Chair and existing instructional programs to facilitate and improve online technology and learning. Each committee member will represent his/her division and act as a resource to all faculty members regarding exploration, development, and implementation of strategies that ensure strong andragogy in the online venue.

### CoDE Mission (Revised)
In support of the institution's Mission and Vision, the Glendale Community College's Committee on Distance Education (CoDE) will work with the Distance Education Coordinator, Distance Education Faculty Development Coordinator, Academic Senate, and Division Chairs as instructional program leaders to facilitate and improve online teaching, learning, and technology.

With the understanding that faculty should have the primary responsibility for developing policies and promoting distance education practices, CoDE will support a learner-centered program designed to further student success by making recommendations to the Academic Senate. Each CoDE member will represent his/her division and act as a resource to all faculty members within their division regarding exploration, development, and implementation of strong pedagogical online strategies in the distance education environment.

The mission of CoDE is to cultivate policies and promote practices that contribute to the quality and growth of distance education at Glendale Community College.

### DE Program Mission (Current)

**The goal of the Glendale Community Distance Education Program** is to develop and deliver high-quality instruction and services at a distance which:
- are affordable
- are universally accessible
- promote fluency in information technology
- develop information competency skills
- support student learning and success
- Increase access to courses required for certificates, degrees, and transfer
- respond to community needs
- promote faculty innovation

### DE Program Mission (Revised)

**The Glendale Community College Distance Education Program Mission** is to serve a diverse population of students by providing the opportunities and support to achieve their educational and career goals. The Distance Education Program is dedicated to the importance of higher education in the evolving urban environment of Glendale and the Greater Los Angeles area and beyond. Faculty and staff engage students in rigorous and innovative online learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community. As part of its mission, Glendale Community College and the Distance Education Program are committed to student success by promoting:
- transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction;
- communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge;
- collaboration among disciplines and openness to the diversity of the human experience;
- student services, learning support, and technology that enable students to reach their educational goals in an efficient and timely manner;
- universally accessible, academically sound pedagogical strategies, and technologically advanced instruction at a distance, while responding to community needs and promoting faculty innovation;
- student retention by ensuring uniformity in terms of Learning Management System (LMS) and online instructor responsibility and accountability;
- clear expectations, guidelines and policies for instructors teaching distance education courses in order to adhere to the requirements of Title 5 Regulations, Federal ADA/Section 508 Laws, the American Federation of Teachers (AFT) Contract (Article 40), and the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) which oversees accreditation at Glendale Community College.

## DE Program Vision and Core Values (Draft #1)

**The Distance Education Program** seeks to lead in educational excellence, innovation, training, delivery and support of online and hybrid instructional modalities within and beyond Glendale Community College. Glendale Community College looks to participate in the Online Education Initiative (OEI) in order to provide our students, and those throughout California, with high quality online courses.

**The Distance Education Program at Glendale Community College is guided by the following Core Values:**
- *Leadership* in technology, instructional innovation, and cultivation of lifelong learning and professional development.
- *Dedication* to best practices in distance education and support services for student success
- *Commitment* to communication and collaboration among key stakeholders
- *Transparency* in the decision-making process, while maintaining integrity and professionalism.