**Committee Name:** Distance Education Advisory Minutes  
**Date:** 4/13/2015  
**Time:** 3:30-4:30pm, DE Instructor Discussion, 4:30-5pm  
**Facilitators/Location/Chair:** Francine Van Meter, TLC

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<th><strong>Topic, Info/Action</strong></th>
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| Chancellor’s Office Distance Education Info | Francine | 10 Min | - Wednesday, May 6, 9am, TLC  
Basic Skills, NetTutor Training with Barbara Ilowsky  
SARA and SB634 support letter; will allow students who reside out of state (and that state is included in SARA) to register for our online classes | Contact Laurie Chavez, Ed Braunhut, and Tera Martin re: NetTutor training |
| Cabrillo Distance Education Info | Francine | 60 Min | - Select Online Teaching Conference (6/19&20) attendees  
- Discuss definition of “online office hours” (see below)  
- Review revised DE Fac Handbook (now includes OEI Evaluation Matrix)  
- Degree and Certificate matrix | Chuck Mornard, Denise Russo, Cherie Barkey, Phil Carr, Michelle Waters, Ann Shelley, Meg Gudgerisson (Rachel will notify; see criteria below)  
Degree and certificate matrix sent to Carolyn Jackson for review 4/14/15  
Canvas demo: email sent to all faculty 4/14/15 |
| Agenda Building & Summary Take-away Info | | | If statewide distance education support continues on its current path, it’s quite likely we will transition to Canvas. The California Community Colleges (CCC) Online Education Initiative (OEI) is working on several fronts to increase support for students, faculty and staff, as it continues to operate in a pilot phase with full implementation set for spring 2016 in Canvas. We stand to save a considerable amount of money annually. We want to continue to be part of the statewide online course exchange to increase our FTES. And, it’s easier for both students and faculty to use. The TLC will be hosting a Canvas demonstration webinar on Monday, April 20, 3–4:30 in room 1096. If you cannot make it, send us your questions/concerns and we’ll get answers for you. | |
Kathie requests all OTC attendees follow these guidelines as a condition for funding the professional development event:

- apply their $150 prof dev funds toward the event
- commit to teaching online spring 16
- new to teaching online; develop a course for spring 16
- currently teach online; integrate the new student success tools into their existing course. (Basic skills modules, readiness assessment, and tutoring services.) Agree to be part of a Canvas pilot FA 15.

Online Office Hours (CCFT Contract 11.1.3)
The language in the CCFT contract regarding online office hours (11.2.2.14.4) states an instructor may elect to fulfill their office hour requirement for the online course in an alternative mode away from the office. It addresses mode of communication, but not how often and how long. It merely refers to section 11.1.3.3.1 which addresses on campus office hours. This section specifies a “schedule” related to the number of days/hours required. There appears to be confusion among some distance education faculty that they don’t have to hold/post online office hours. Our interpretation of the contract seems to indicate otherwise. Some faculty do hold/post regular online office hours (using synchronous technology or phone) and/or maintain regular effective communication with students through asynchronous means (discussion boards, email).

The Committee felt online best practices for regular effective contact (especially real time communications, or rapid response opportunities) were not addressed in the current contract. It is the recommendation of the committee we revisit this section of the contract for the next round of negotiations. For now, DE instructors should be posting information regarding “office hours” if they hold them on campus or online. Scheduling a regular time when students can expect to reach the instructor in real time seems a reasonable approach.