



**Distance Education and Technology Committee  
Minutes**

**Tuesday, March 12, 2024  
3:00 p.m.- 4:00 p.m., L 201**

**Type of Meeting:** Regular  
**Please Review/Bring:** Agenda Packet

James Dorn, Faculty Co-chair  
 Greg Bormann, VPAA Designee  
 Nate Dillon – ADMIN Council - *ABSENT*  
 Alex Parisky, ITS Management  
 VACANT, ITS Alternative Media Specialist  
 Mike Wilmes, Learning Management Media Specialist (Ex-Officio) - *ABSENT*  
 Greg Krynen, IMC Representative  
 Gabrielle Poorman, AP&P  
 John Toth, Faculty Union  
 Sheri Langaman, Classified Union  
 Rae Agahari, Arts & Humanities  
 Jim Bowen, Career Tech Ed  
 Walter Briggs III, Counseling - *ABSENT*  
 Mary Jacobs, Health & Safety Sciences - *ABSENT*  
 Barry Green, Kinesiology & Athletics  
 Debbie Sanchez, Library  
 Kenan Shahla, Math, Science & Engineering  
 VACANT, Language & Communication Arts  
 Kimberly Barker, Social & Behavioral Sciences  
 Jane Bowers, Faculty At-Large  
 Kathy Osburn, Faculty At-Large  
 Luis Lara, Adjunct Faculty Rep  
 Alan Fillion, ASO Representative - *ABSENT*

Items	Action
I. Call to Order	3:00 pm
II. Approval of Agenda	A. Approved, unanimous
III. Opening Comments from Co-chairs	A. None
IV. Open Comments from the Public	A. None
V. Approval of Minutes	A. February 27 <sup>th</sup> Minutes (will be sent to committee members for review at a later time)
VI. Discussion Items	A. POCR Updates – No updates, more details will be shared once available. B. Online Course Accessibility (continued discussion) – The DETC needs to formulate an eventual recommendation to send to the Senate for approval. The draft document has been shared with the committee members; some have made changes/ notes. This is a boiler plate created as a guide and starting point. It includes the college’s mission statement and philosophy, along with this committee’s vision write up. What percentage does the committee want to require? 95% seems to be the consensus. New positions and their possible duties are listed in this document as well for review and discussion. Distance Ed Coordinator, Full time Compliance Officer and 2 Ed Advisors. Should 3 be

	<p>requested? The duties and expected time involved were discussed. Regardless if a class is being taught online/DE, the Canvas shells would still need to be accessible. Tracking of which faculty are certified to teach online – where should it be housed? With one of these new positions, or by each individual division’s Dean, Dept Chair and/or Admin Assistant? How would courses be checked for accessibility? POCR approved templates for Canvas shells could be created to help faculty, but will take time to create. The faculty member would still need to add content/course specific information. Would using a modified version of the AVC Online Course Submission form be helpful? Dr. Parisky and Greg Krynen have access to the data and can run reports showing who has taken the AVC Online Teaching course/training. The Division department chairs and admin assistants could work together to create a database for their division’s faculty, this info could be used to create a master database. How would accessibility be checked, and how often? It could be recommended that the Canvas shells would all need to adhere to the UDL – Universal Design for Learning standards set forth by the OEI. A note will need to be added to all material ensuring that accessibility has nothing to do with content. It is only checking that all content is accessible, it has nothing to do with correcting/changing the material provided by the faculty member. There should not be any academic freedom issues. Definitions for several words and phrases will be added to the end of the document to help with clarity. Committee members are asked to review this document again and provide feedback either at or before the next DETC meeting.</p> <p>C. Regular and Substantive Interaction (continued discussion) To be continued at the next meeting.</p> <p>D. 50% Rule (continued discussion) To be continued at the next meeting.</p>
VII. Action Items	A.
VIII. Adjournment	4:01 pm
<b>NEXT MEETING:</b> 3/26	Spring Meeting Dates: 1/9, 1/23, 2/13, 2/27, 3/12, 3/26, 4/9, 4/23