**Draft Distance Education Committee Minutes**

Winlock Lounge  
Wednesday, May 1, 2014  
3:00 – 4:00 p.m.

**Attendees**

Administrative Co-Chair: Eric Ichon  
Faculty Co-Chair: Linda Alexander  
AFT Representatives: Lucy Blake, Kenneth Taira, Alice Taylor  
Academic Senate Representatives: Dr. Arnita Porter, Kimberly Manner (not present), Nancy Sander (not present)

**Organizational Items**

1. Meeting called to order at 3:00 p.m.

2. Minutes of the March 26 Meeting. M/S/A

3. Committee Membership  
   Lucy Blake and Kenneth Taira were named as AFT Representatives by Olga Shewfelt.

**Academic, Distance Education, and Professional Matters**

1. Adapt Courseware Demo  
   Three representatives from Adapt Courseware presented their adaptive learning platform. In a topic area, they provide educational content including multimedia in such a manner as to accommodate different individual learning styles and levels of course mastery.

2. Update on synchronous delivery of online classes  
   A pilot program to offer synchronous delivery of online classes will be offered in Fall 2014. Two instructors have dropped out. Courses to be offered include Health 11, Humanities 30, and Computer Science 901.

3. Online Education Initiative (OEI) Report by Dr. Arnita Porter  
   Dr. Arnita Porter submitted a written report as she had to leave early to travel to the second Steering Committee meeting where she is the Chair of the Online Education Consortium.

4. Distance Education Student and Faculty Surveys  
   The State Chancellor’s Office will be conducting a California Community Colleges Survey of Distance Education Programs and Services for 2012-14. It must be submitted before July 1, 2014.

5. Online Instructors’ Handbook Update  
   Tabled until next meeting.

**Meeting Adjourned at 4:00 p.m.**  
Next Meeting: Wednesday, May 28 at 3:00 p.m. in Winlock Lounge.