

# Distance Education and Information Technology Committee Annual Report 2017-18

**Chair:** Gregory Beyrer

**Executive secretary:** Stephen McGloughlin

**Members:** Andi Adkins, Jena Bills-Trench, Mike Bittner, Shelly Charron, Augustine Chavez, Monica Cranston, Anna Davtian, Keith Ellis, Joseph Gee, Markus Geissler, Shihni Giedd, Rubina Gulati, Josh Hall, Beth Huffman, Cheri LaDue, Angel Mande, Freddy Mande, Chi Nguyen, Emmie Oesterman, Lance Parks, Patrick Rogan, Michael Strong, Torrence Powell, Alejandra Trejo

**Meeting dates:** September 7, October 5, November 2, December 7, February 1, March 1, April 5, May 3

## Committee goals

The committee took the following action on goals chosen at its September meeting:

1. Help the college prepare for participation in the Online Education Initiative Course Exchange
  - CRC was selected to participate in the OEI's 2018 Equity Cohort
2. Program Overview and Forecast (PrOF) for DEIT
  - Not needed as our committee informs the work of other units that use PrOF
3. Workstation observation for online instructors and student review of faculty performance
  - LRCFT and the district are negotiating both of these issues
  - After a fall 2017 pilot, the vendor EvaluationKit was selected
4. ITMB request analysis and voting (Spring 2018)
  - Voting completed April 3

## Additional items

In addition to the goals the committee took the following actions

### Scheduling exams for students enrolled in partially online classes

The committee explored an issue where students taking partially online and in-person classes might have a conflict in exam schedules; the committee chair requested at an Academic Senate meeting that all faculty be flexible

### Proctoring center for online classes

The committee asked the Academic Senate to recommend the creation of a proctoring center for students enrolled in online classes

### Defining terms for distance education classes

The committee agreed on a new definition for distance education classes to help communicate effectively to students and recommended that all distance education classes at CRC be labeled as either fully online or partially online

### Review committee charge

The committee reviewed its charge, including a proposal to switch to a tri-chair model