

## **DL Committee Meeting Minutes**

11/3/2016

2-3pm, DLC 4

Members Present: Alison Varty, Anne-Marie Kuhleman, Patrice Thatcher, Jude Baldwin, Jim Gilmore, Maria Fernandez, Ben Harris, Todd Scott

Not Present: Jenny Heath

Guest: Eric Houck

### **Action Items**

1. Committee approved minutes from the previous meeting. Anne-Marie to post on DL webpage.
2. Eric Houck provided an overview and timeline of the DLT grant that is designed to upgrade video-conferencing equipment on the Weed and Yreka campuses. Work on this grant will take place over semester break, and is not expected to impact classroom teaching.
3. Committee discussed CC DE language from Curricunet, discussed proctoring requirements, and suggested additional revisions to the template.
4. Maria to make revisions and send out new draft for review at next meeting.

### **Discussion**

1. Maria handed out materials for review and discussion at next meeting from Shasta College, Santa Rosa JC, OEI course rubric, Chico State rubric.
2. Discussion of the definition of DE course modes. It was generally agreed that there should be a clear definition of the course delivery methods: online, hybrid, web-enhanced, and F2F. Committee members to do individual research on these modes for next meeting.