

## DL Committee Meeting Minutes

12/1/2016, 2-3pm, DLC 4

Members Present: Alison Varty, Anne-Marie Kuhleman, Patrice Thatcher, Jim Gilmore, Maria Fernandez

Not Present: Ben Harris, Jude Baldwin, Todd Scott

### Action Items

1. Committee approved minutes from the previous meeting. Anne-Marie to post on DL webpage.
2. Committee approved definitions of Hybrid and Web-Enhanced course. All three definitions to be presented to Academic Senate in the spring.
  - a. An **online course** is delivered fully online via the college's LMS with no physical requirements or on-campus meetings. However, some online courses may require tests and assessments to be taken on campus, or at an approved proctoring center near the student's home. Please read the course description in the schedule carefully (this last sentence would be for student web page area).
  - b. A **hybrid course** replaces on-campus contact with virtual contact via the college's LMS. Student use of online material is a required element of the course. Specified F2F meetings are indicated in the schedule. Please read the course description in the schedule carefully (this last sentence would be for student web page area).
  - c. A **web-enhanced course** uses the College's LMS to supplement a regularly scheduled F2F course so that students have additional access to course material (learning resources, assignments, gradebook, and discussion boards, for instance) and the ability to communicate online. It cannot be used to replace the instructor's obligation from being in the physical classroom.
    - i. The committee discussed the need for an online instructor absence policy, and recommended that the Instruction office in consultation with the FA develop a clear absence policy that reflects these new definitions. Maria to follow up.
3. The committee approved the CC DE Revised Template. Maria to send to Mike Graves, CC committee chair and Chris Vancil, AS president.

### Discussion

1. Discussion items listed on the agenda tabled until first meeting of spring semester 2017.