# TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE

**Minutes for**

Monday, April 28th, 2025

12:10 PM – 1:00 PM

Café Conference Room

**Call to Order:** Lopez, 12:17 PM

**Attendees:** Amar Abbott, Heather Cash, Jaime Lopez, Jason Page, Krystal Allikas, Ken Smith, Joy Reynolds

**Absent:** Leslie Minor, Geoffrey Dyer

**Guest:** Kanoe bandy, Tabitha Raber

**Public Commentary/Guest:** None

## Approval of Minutes

1. March 10th, 2024, Minutes submitted by Heather Cash
   1. First Motion: Reynolds
   2. Seconds: Smith

Corrections were noted, and the Minutes were approved by unanimous consent.

**Notes:** Corrections are needed: The correct spelling of Krystal Allikas' name and the date.

## New Business

1. Distance Learning Approval Forms
   1. **CTRP 631,632,633,634,641,652,653,654,661,662,663,664,760**
      1. Motion to combine courses & return to Instructor with notes: **Reynolds**
      2. Second: **Allikas**
      3. Motion passed unanimously
      4. **Committee Notes**: Allikas shares that this course approval will trigger the above ^50% substantive change option, which would need to be marked correctly. Additionally, the committee explains there is a need to further explain how students will meet the requirement for court observation and clarification of lab practice materials.
   2. **ENER 1503**
      1. Motion to reorder agenda items (moving this item forward): **Reynolds**
      2. Second: **Smith**
      3. Motion to move forward to Curriculum with notes: **Reynolds**
      4. Second: **Allikas**
      5. **Committee Notes**: revise Question # 2 on DL form with Division Chair Kanoe Bandy.
      6. Motion passed unanimously
   3. **ENGR 1510**
      1. Motion to move forward to Curriculum with notes: **Reynolds**
      2. Second: **Abbott**
      3. **Committee Notes**: revise Question # 2 on DL form with Division Chair Kanoe Bandy.
      4. Motion passed unanimously
   4. **ECEF 1500**
      1. Motion to re-order agenda items to original sequence (moving this item forward): **Abbott**
      2. Second: **Reynolds**
      3. Motion to forward to Curriculum with notes: **Reynolds**
      4. Second: **Smith**
      5. Motion passed unanimously
      6. **Committee Notes**: This course approval will trigger the above ^50% substantive change option, which would need to be marked correctly.
   5. **ECEF 1511**
      1. Motion to move forward to Curriculum with notes: **Reynolds**
      2. Second: **Smith**
      3. **Committee Notes**: This course approval will trigger the above ^50% substantive change option, which would need to be marked correctly.
   6. **ECEF 1521**
      1. Motion return to Instructor with notes: **Reynolds**
      2. Second: **Smith**
      3. Motion passed unanimously
      4. **Committee Notes**: Questions # 5 and #6 should be revised and complete.
   7. **Items 18-40 on Agenda**
      1. Motion is made to table the rest of the agenda items 18-40 until next DLEC Meeting: **Abbott**
      2. Second: **Smith**
      3. Motion passed unanimously

## Next Meeting and Adjournment

Lopez moved to adjourn the meeting at 1:02 PM. The next meeting is on Monday, May 12th, 2025, in Room S11 at 12:10 PM.

Minutes: Submitted by Heather Cash