# TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE

**Minutes for**

Monday, May 12th, 2025

12:10 PM – 1:00 PM

S-11

**Call to Order:** Lopez, 12:14 PM

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

**Absent:** Geoffrey Dyer

**Public Commentary/Guest:** None

## Approval of Minutes

1. April 28th10th, 2025, Minutes submitted by Heather Cash
   1. First Motion with Notes: Reynolds
   2. Seconds: Smith

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

**Notes:** Corrections are needed: The correct spelling of Items C and E for the Title name.

## New Business

1. Distance Learning Approval Forms

* Motion to reorder agenda items (21-23 moving these items to the top): **Reynolds**
* Second: **Smith**
* Motion passed unanimously
  1. **HIST 2000**
     1. **Committee Discussion:** Smith shares with the committee that he is responsible for this course review and others, and that there were some adjustments that needed to be made.
     2. Motion to forward to Curriculum with notes: **Reynolds**
     3. Second: **Abbott**
     4. Motion passed unanimously
     5. **Committee Notes**: Appropriate items need to be checked for number(4) on DL form, and Box number(5) needs to be reviewed and agreed to (checked off).
  2. **HIST 2231**
     1. **Committee Discussion:** Smith mentions the noted adjustments he suggests to the committee, and the discussion led to a motion.The committee joins in the conversation to contribute to the motion made.
     2. Motion to move forward to Curriculum with notes: **Allikas**
     3. Second: **Reynolds**
     4. Motion passed unanimously
     5. **Committee Notes**: Appropriate items need to be checked for number(4) on the DL form, the course title needs to be updated to align with the Common Core Numbering System, and this course has already been approved/acknowledge for the ^50% substantive change option, which would need to be marked correctly (option #1) on the DL form.
  3. **HIST 2232**
     1. **Committee Discussion**: Committee reference suggestions needed for this course, and adds one additional item before making the motion.
     2. Motion to forward to Curriculum with notes: **Reynolds**
     3. Second: **Allikas**
     4. Motion passed unanimously
  4. **Committee Notes**: Item #2 on the DL form needs to be marked correctly (uncheck offline Appropriate option), appropriate items need to be checked for number(4) on the DL form, the course title needs to be updated to align with the Common Core Numbering System, and this course has already been approved/acknowledge for the ^50% substantive change option, which would need to be marked correctly (option #1) on the DL form.
* **Motion to reorder agenda items** (37-40 moving these items to the top): **Reynolds**
* Second: **Smith**
* Motion passed unanimously
  1. **ASL 1500**
     1. **Committee Discussion**: Reynolds shares the history of the course's development there of, the current phase of building the core curriculum, and the purpose (certificate in subject). Other committee members ask questions and express concern about building the core curriculum with limited resources ( absent subject experts). Committee members agree to the motion and move forward.
     2. Motion to move forward to Curriculum: **Reynolds**
     3. Second: **Smith**
     4. **Committee Notes:** This course will need to be marked correctly in regards to the ^50% substantive change option #3 on the DL form.
     5. Motion passed with: (4) yes, (1 )no, and (1) abstained.
  2. **SLP 1000, 1500, 1550** 
     1. **Committee Discussion**:
     2. Motion to group items (38-40) and move forward to Curriculum with notes: **Allikas**
     3. Second: **Smith**
     4. Motion passed unanimously
     5. **Committee Notes**: Question #2 on the DL form needs correction to indicate: “Course is not appropriate for offline delivery.”
     6. Motion passed with: (5) yes and (1) no.
  3. **BIOL 1510**
     1. **Committee Discussion**: Allikas and Reynolds conversed about the course's logistics, which led to a motion with notes.
     2. Motion to move forward to Curriculum with notes: **Reynolds**
     3. Second: **Smith**
     4. Motion passed unanimously
     5. **Committee Notes:** This course will need to be marked correctly in regard to the ^50% substantive change option #3 on the DL form.
* **Motion to reorder agenda items** (32-36 moving these items to the top): **Allikas**
* Second: **Reynolds**
* Motion passed unanimously
  1. **CTRP 631, 632, 633, 634, 641, 652, 653, 654, 661, 662, 663, 664, 760**
     1. **Committee Discussion**: Allikas makes a motion, and the committee agrees.
     2. Motion to group items (24-36) and move forward to Curriculum: **Allikas**
     3. Second: **Reynolds**
     4. Motion passed unanimously
     5. **Committee Notes:**
  2. **ECEF 1521**
     1. **Committee Discussion**: Allikas and Reynolds made suggestions about Questions # 3,5,6 on the DL form, which led to a motion with notes.
     2. Motion to send back to Instructor with notes: **Reynolds**
     3. Second: **Abbott**
     4. Motion passed unanimously
     5. **Committee Notes:** This course will need to be marked correctly in regard to the ^50% substantive change option, Question #3 on the DL form. Questions # 5 and 6 need to be reviewed and agreed upon by checking the boxes.
  3. **ECEF 1531**
     1. **Committee Discussion**: Allikas made suggestions, which led to a motion with notes.
     2. Motion to send back to Instructor with notes: **Allikas**
     3. Second: **Reynolds**
     4. Motion passed unanimously
     5. **Committee Notes:** This course will need to be marked correctly regarding the ^50% substantive change option #3 on the DL form, it will be above the 50%.
  4. **ECEF 1561**
     1. **Committee Discussion**: The Committee searches for the missing DL form, Lopez updates the committee that the wrong form was previously submitted, which led to a motion with notes.
     2. Motion to send back to Instructor with notes: **Reynolds**
     3. Second: **Smith**
     4. Motion passed unanimously
     5. **Committee Notes:** The instructor needs to fill out the correct DL form and resubmit.
  5. **ECEF 1571**
     1. **Committee Discussion**: The Committee quickly discussed the needs for approval, which led to a motion with notes.
     2. Motion to send back to Instructor with notes: **Reynolds**
     3. Second: **Allikas**
     4. Motion passed unanimously
     5. **Committee Notes:** The instructor needs to fill out the correct DL form and resubmit. Fix the course title by removing the “S”, on Question #2, check the box: course is not appropriate for Offline, and this course will need to be marked correctly regarding the ^50% substantive change option #3 on the DL form, it will be above the 50%.
  6. **ECEF 1581& 1582**
     1. **Committee Discussion**:
     2. Motion to group items (6 & 7) and move forward to Curriculum: **Joy**
     3. Second: **Allikas**
     4. Motion passed with (5) Yes, and (1) abstained.
     5. **Committee Notes:**
  7. **Items 8-20 on Agenda**
     1. Motion is made to table the agenda items **8-20** until the next DLEC Meeting: **Reynolds**
     2. Second: **Abbott**
     3. Motion passed unanimously

## Discussion Items

1. None

## Other

1. None

## Adjournment and Next Meeting

Reynolds moved to adjourn the meeting at 12:55 PM. The next meeting is on Monday, May 19th, 2025 (tentative), in Room S11 at 12:10 PM.

Minutes: Submitted by Heather Cash