# Taft College Distance Learning and Education Committee **Minutes**

Monday, March 10th, 2025

12:10 pm. – 1:00 pm

S-11

**Call to Order**: Lopez, 12:13 pm

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

**Absent**: Leslie Minor

**Public Commentary/Guests**: Vince Maiocco, Kyle Webster

## Approval of Minutes

* February 10th, 2025 - Minutes submitted by Heather Cash
  1. First Motion: Reynolds
  2. Seconds: Smith

No Corrections were noted, and the Minutes were approved by unanimous consent

## New Business

* Distance Learning Approval Forms
  1. **PHED 1602 & PHED 1612**
  2. Motion to: forward to Curriculum **with notes**: Dyer
  3. Second: Reynolds
  4. Motion passed unanimously
  5. **Committee Notes:** The committee conversates with the instructors in regards to the history and intent of the course, the topic of modality, and use of technology is discussed and resolved. Committee members highlight that this course has the potential for a synchronous pilot and the possibility to offer via all modalities depending on the outcome of the course's pilot.
  6. **ETHN 1520 & ETHN 1530**
  7. Motion to group courses: forward to Curriculum: Dyer
  8. Second: Reynolds
  9. Motion passed unanimously
  10. **MATH 1570**
  11. Motion to: forward to Curriculum: Dyer
  12. Second: Abbott
  13. Motion passed unanimously
  14. **Committee Notes:** Abbott is unclear on core requirements; Reynolds shares context for understanding and clarification.
  15. **BIOL 2250**
  16. Motion to: forward to Curriculum **with notes**: Abbott
  17. Second: Dyer
  18. Motion passed unanimously
  19. **Committee Notes: The** Committee discusses the modality options and offerings of the course, and Reynolds explains what the hybrid mode expectations are. Webster shares the methodology of the course, he states that the goal is to pilot alternative modalities based on student success. It is then suggested
      + the language for the description be adjusted on pg. 156 #4
      + That language on accessibility is included
      + Item (7) section #2: “courses not appropriate for online delivery” needs to add a third box regarding lab requirements.
  20. DS 0050 & DS 0060
  21. Motion to group courses: forward to Curriculum: Joy
  22. Second: Dyer
  23. Motion passed unanimously

## Information Items

* **Draft Coach:** Cash updates the committee with the current status of the tool as it is unable due to updates that need to happen but shares that the department hopes to fix it by Summer.
* **Canvas Discussion Checkpoint Feature:** Cash updates the committee on the results from activating the feature and shares the complications found and the plan to roll it out at a later convenient time frame for the whole campus. Other committee members suggest implementing the tool into the test environment for the Summer 2025 for a trial run, in hopes of rolling out in the Fall 2025 in production.
* **CVC Exchange:** Lopez updates the committee on the recent connectivity issues between Banner, Canvas, and the enrollment processes along with resolution updates.
* **Pearson Access:** Lopez provides updates to the committee in regard to the recent issues the campus experienced and with found solutions.
* **Canvas SIS Update:** Lopez updates the committee on the resolved issues found between the Banner system, applications, and CMSdata push.

## Next Meeting and Adjournment

**Next Meeting**: Lopez moved to adjourn the meeting at 1:04 p.m. The next meeting is on Monday, April 14th, 2025, in Room S11 at 12:10 p.m.

Minutes: Submitted by Heather Cash.