



**DISTANCE EDUCATION ADVISORY COMMITTEE
MINUTES
November 28, 2022
Zoom, 2:30pm-4pm**

INVITED ATTENDEES	Claudia Alcala, Jorge Ascencio , Krissy Barone, Leslie Bitong , Jodie Butler, Guy Buker, Alana Krause, Alex Miranda , Reza Mirbolooki, Phuong Nguyen, Michelle Palma, Annette Park, Franklin Ragg, Meridith Randall , Shatarupa Ray, Evangelina Rosales , Amy Runyen, Herman Singh , Justin Smith, Paul Tayyar, Mark Thomason , Tien Tran, Juli Van Dorn , RC Wilkinson
	Bolded members not in attendance
CHAIR(S)	Alex Miranda, Dean; Faculty chair: Jodie Butler
RECORDER	Michelle Palma

- Update on the student module:
 - There are two options for enrollment: Self-enrollment or automatic enrollment when students register for classes.
 - Perhaps for Spring 2023, we will do self-enrollment with a link as a pilot.
 - In Fall 2023 it will be automatic.
 - We need a quiz and certification to prove that students completed the module that they can present to their instructors.
- 2:15: Moved to breakout rooms for workgroups
- 3:30: Committee Rejoined for Workgroup Updates
 - Attrition and Retention
 - Annette has pulled some reports from Datamart and is organizing data. They are waiting on Office of Research to provide data on different weeks. They will share a summary of the data at the last DEAC meeting this semester.
 - Academic Integrity
 - They have put together a document of common issues and potential solutions regarding academic integrity. It is near completion.
 - Canvas training evaluation
 - Action items: Collect CORs for online trainings at other colleges in the district to compare and determine if we should accept them as equivalent.
 - DE handbook update and upkeep
 - They have been tackling technical issues with the Teams document which has delayed their progress. They may start to edit in a shared word document moving forward. Next Spring they hope to make more headway on the updates.
- Meeting adjourned at 3:47pm