MINUTES

Members Present: Connie Wolfsen, Laura Mays (by phone), Mike Peterson, Todd Olsen, and Sally Urban (by phone)
Members Absent: Ruth Moon

1. Call to Order: Chair Wolfsen called the meeting to order at 3:03 pm

2. Introductions and Public Comment: No comments were forwarded.

3. Discussion Items, Connie Wolfsen

   3.1. **AP 4105 Distance Education.** The DE Committee provided amended language to add to the AP regarding certification of online instructors. However, a concern lingers about how certification for online teaching relates to wages and working conditions and would therefore be a CRFO issue. Chair will email CRFO executives to invite them to our next meeting. Concern about the definition of successful remains as no criteria was provided. There is also a question about how the one year provisional certification fits with three year cycle for full-time faculty evaluations. If an instructor isn’t scheduled for evaluation within the first year, they would not then meet criteria to teach online going forward. Discussion continued until the chair said it was up to the committee to decide whether we forward to College Council; the consensus is that the committee has many unanswered questions and a lack of clarity about the issues, and would like to invite a spokesperson from CRFO and the DE committee to speak to ASPC and clarify matters. The addition of proctoring language was not a part of today’s agenda, so it will be discussed at a later date.

   3.2. **Continue Revising Working Draft of AP 4020 Program, Curriculum and Course Development:** Chair Wolfsen captured parts of the AP 4021 Program Revitalization or Discontinuation that may correspond to the initiation process. She has asked Joe Hash to join us at the next meeting to answer questions regarding program review. The committee read through the composite document and then discussed suggested edits. The order could be: Program Initiation; Curriculum Course Development; then Definition of a
Credit Hour. Then the AP outline was reviewed to make sure that all the elements were included. Chair will incorporate today’s changes and create the actual AP so that we can review the whole picture. Also, as we are receiving best practices from other colleges, Chair will go through them and include the ones that are pertinent to our work for comparison at the next meeting.

4. Announcements/Open Forum:
   4.1. Committee Representation for 2014-15 – Was not discussed at this meeting.

5. Adjournment: On a motion by Mike Peterson, seconded by Todd Olsen, the meeting was adjourned at 4:19 pm.

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Next Meeting (last one for 2013-14):
Friday, May 9, 2014