**RHC Online Education Committee Agenda - 10/9/2017**

1. Approval of September 2017 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)

A. Dropping students: Active, inactive, delete (Zulma)

B. Licenses: Camtasia (1 yr/20 licenses= $3802 vs Sceencast-O-Matic= 1yr/25 licenses=$270)

1. Manager’s Report (Jose)

A. LR 141

B. Budget

1. Professional Development (Jodi)

A. Stipends: New online Faculty Certification, Update Best Practices, Attend Online Conference

1. Technology Update (Gary)
2. Online Counseling (David)
3. Online Education Initiative Update (Michelle)
4. New Business/Other

A. Peer Review and Training: Guidelines and Check-list (sub-committee)

B. Accepting other college/organization certification

C. Suggestions for training topics

Next meeting: Nov. 13, 2017

**Goals 2017-2019**

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| **Goal** | **Progress** |
| Facilitate Canvas Transition and training for new faculty | Continuing |
| Regular and Effective Contact Policy and communication | Continuing |
| Support new and continuing professional development | Continuing |
| OEI services, updates, Online proctoring services | Continuing |
| Faculty Survey | New |
| Communicate online support/tutorials | New |
| Update Website with by-laws, policy, committee membership, training | New/Commenced 7/17 |
| Compare community college resources and support for opportunities | New |
| Monthly E-Mail communication to faculty, staff, management | New |
| Peer Review Training Guidelines | New |
| Annual Board Report (courses, OEI, enrollment, demographics, retention, success, prof. development, LMS training/needs, classified support) | New |
| Sample Canvas Shell for online, hybrid, and enhanced | New- Completed 8/17 |
| Updated forms, e.g. Online Ed curriculum (changed from Distance ed or VC) | New |
| Attendance of Monthly Distance Ed Coordinators and Managers Meeting | New |
| Peer Mentors | New |
| Teaching for Online Learning Excellence Academy | New |
| Discussion Rubric | New/Developed |
| Certificate of Achievement (credit, for faculty, staff, students) | New |
| Budget transparency (Stipends for online certification, new courses, training, best practices, compliance (Title V) | New/ Proposed 9/11/17 |
| Update Best Practices Module | New |

March 2017 OEC committee minutes

III. Peer Review Evaluation

While not in the contract specifically, it is highly recommended that full-time faculty members carrying out peer evaluation of regular, effective, and substantive faculty-initiated contact in their peers' classes be certified to teach online. Deans can ensure that this occurs, as they must approve the individuals conducting online peer reviews.

Mike highlighted some of the Canvas tools which demonstrate the number of contacts between the faculty member and their students and how communication takes place. ACCJC wants to see effective contact inside of Canvas.

Some of the desired items in a properly functioning online class include easy navigation, no dead links, and working videos which are closed captioned. It was suggested that we need to develop a suggested rubric by the end of the semester for peer reviewers to use in the Fall. Rebecca said that she would send a rubric used at CSU Chico to assist in the development of the rubric. At the next meeting, we will look at the HR form used for evaluation.