**RHC Online Education Committee Agenda – 2/12/2018**

1. Approval of November 2017 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Manager’s Report (Jose)
4. Professional Development (Jodi)

A. Lunch and Learn

B. Screencast-o-matic

1. Technology Update (Gary)
2. Online Counseling (David)
3. Online Education Initiative Update (Michelle)
4. DSPS/Access report (Suzanne)
5. Division reports
6. New Business/Other

A. Curriculum approval process

B. Discussion

C. DSPS accessibility

Next meeting: March 12 at 2:30pm

**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; Commenced 10/17 |
| Monthly E-Mail communication to faculty, staff, management | New; Commenced 9/17 |
| Peer Review Training Guidelines | New; Developed 10/17 |
| 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 |