**February 12, 2018 Meeting Minutes**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **x** | Jodi Senk | **x** | Hank Fung | **x** | Jill Pfeiffer | **x** | Irene Truong |
| **x** | Zulma Calderon | **x** | Scott Jaeggi |  | Michelle Pilati | **x** | Jose Aguinaga |
|  | Suzanne Fredrickson | **x** | Lorraine Jeffry |  | Carol Sigala | **x** | Vann Priest |
| **x** | Gabriela Olmos |  | Lydia Llerena | **x** | David Tiew | **x** | Gary Van Voorhis |
| **x** | Eugene Blackmun |  | Kelli Dower |  | Steve Tomory |  |  |

**Guests: None**

**Call to order: 2:30**

**I. Approval of November 2017 Meeting Minutes**

Motion – Gene Blackmun, Second-Gary Van Voorhis; Motion passes, minutes adopted by group

**II. Instructional Technology Tools and Setting (Zulma and Gabby)**

Zulma reported Veracite was bought by Turn-It-In; Changes are up in the air.

Regular and Effective Contact Form is now accessible, fillable, and can be submitted online.

Gabby presented a new tool “Schedule and Workflow” for students to meet with instructors online. Using “Appointment Groups” function in Canvas calendar by clicking on the plus (+) sign

- A question arose if this integrates with Starfish; Gary will investigate.

**III. Manager’s Report (Jose)**

Jodi and Jose met with VPAA to discuss ongoing issues as well as report on the Distance Ed Best Practices Webinar the attended.

A search is on-going for resources to grow and refine online ed.

Effective Contact sheet being accessible will be good; VPAA suggested this be done each term. Committee will have to decide along with negotiations.

The OER workshop was held Friday 2/9; Integrating OER and Canvas in a shell is a possibility

**IV. Professional Development (Jodi)**

Increased use of Canvas to support on-ground classes

Purchased 25 licenses for Screencast-O-Matic; will use Lynda.com or find a video to support use of new software for video creation

Need to decide how to divide license distribution; first-come, first-served

$1200 not used for stipends

 1) either pay for 4 faculty registrations for OTC

 2) Host Workshops

Table until next meeting

CTE faculty can use Perkins funds to attend Online teaching conference; Strong Workforce funds will support both Zulma and Gabby to attend the OTC.

*A New World of Work* will be hosted in May-June for work-based skill and Digital badging integration with Canvas.

**V. Technology Update (Gary)**

Canvas starfish/Roadrunner integration will be up in a few weeks

**VI. Online Counseling (David)**

Cranium Café presentation to view live online counseling tool and how it works

**VII. Online Education Initiative Update (Gary gave update)**

Not launching OEI courses for spring. Waiting for CCC tech center to fix bugs. Status is up in the air (may be Fall or next Spring).

**VIII. DSPS/Access report (Suzanne)**

No report

**IX. Division reports**

Questions came about as to what the deadlines/dates were to be certified to teach each semester. An email was sent out to all faculty and division deans. Dates will be posted on website.

**X. New Business/Other**

Sheila will no longer serve on the committee; Kelli Dower will take her place.

Should there be someone to review online classes and go into the course shell? Other colleges approve the courses to be offered online, some have Deans who review the courses for compliance. What happens when a new faculty teaches an approved online course? Who reviews it for compliance? Table for next meeting.

VPAA invited to next meeting.

**Meeting adjourned** 3:30pm

**Next meeting** is 3/12/18

Meeting minutes submitted by Gary Van Voorhis