**March 12, 2018 Meeting Minutes**

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

**Guests: None**

**Call to order: 2:30**

**I. Approval of February 2018 Meeting Minutes**

Motion – Steve Tomory, Second-Kelli Dower; Motion passes unanimously, minutes adopted by group

**II. Welcome New member**

Kelli Dower will represent Arts/Performing Arts

 **III. Activity: Collaborative Inquiry**

See Appendix A for results

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

None

**V. Manager’s Report (Jose)**

Gene posed a question regarding RHS’s direction for Online Ed. The sentiment expressed is OE is on the back-burner.

Jodi stated funding is the issue; requested to do a board presentation to allow them to see what is going on

Discussion ensued regarding the challenges of teaching online at RHC.

**VI. Professional Development (Jodi)**

Jodi spoke with Katie regarding use of funds to support four faculty registrations for OTC

Screencast-O-Matic licenses will be distributed to those who request them.

Issue is arising with deadlines for teaching online—it is not in the contract but is in the Senate Meeting minutes and was approved. How long before teaching a class should you obtain certification? Jodi Will craft up some new language for next meeting.

**VII. Technology Update (Gary)**

Gary stated OEI testing began 3/12

Hoping to test Canvas/Starfish integration soon

Login changes are coming to Canvas, to begin using CCCID. Probably impacts staff more than students. When to be determined at next meeting.

**VIII. Online Counseling (David)**

None

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

Not launching OEI courses for spring. Probably Fall

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

No report

**XI. Division reports**

None

**XII. New Business/Other**

115 college to be fought over at state level

Jodi created a new newsletter.

**Meeting adjourned** 3:30pm

**Next meeting** is 4/9/18

Meeting minutes submitted by Gary Van Voorhis

***Appendix A***

***Collaborative Inquiry Results***

**Accreditation Concerns**

-Accepting certifications form other schools?

-Is there interest in or do we have DETC Accreditation?

**Best Practices**

-Best Practices need updating in certification

-More collaboration

-Tips and Tricks

-Updated listing in Newsletter

-Variety of modalities for content (text, video, audio/podcast)

-Use of course rubrics

**Communication**

-Instructor sharing/collaboration

-Online Librarian chatbox

-Integration with Social Media

-Online Ed Strategic Plan

**Institutional Research**

-Data for completion and retention

-Research on course trends

-Student/faculty surveys

**I.T.**

-More $ for I.T. (hi speed wifi, personnel)

-IT staffing

-Enhanced Website

**Marketing**

-Publish schedule further in advance (so students can project their schedules)

-Social Media utilization

-Which programs are offered online/hybrid? Promote them.

**Online Teaching Tools**

-Updates as to what is available

-Video assistance

-Master template for consistent look/feel

-Support for non-traditional courses (performance-based)

-Embedded library research tools on canvas

-Increased awareness of NetTutor

-Doing voice-overs on PP or downloadable lectures

-Site-wide license for online tools

**Professional Development**

-Regular and frequent training (how to’s, tips)

-Stipends for part-time faculty to learn to use Canvas for web-enhanced

-Workshops –canvas gradebook, best practices, Quiz tool,

-Computer lab workshops

-Resources to make canvas shells more visually appealing

**Staffing**

-Dedicated 100% Online Dean

-Instructional Designer and Technologists (reclassified our assistants)

-Increase Online Ed faculty release time

-More support staff for Online ed

-Make OE support staff both full-time

**Miscellaneous**

-What is the status of the current online community college-updates?

-School board and administration buy-in

-Increase online Ed funding!