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

1. Approval of February 12, 2018 Meeting Minutes
2. Welcome VPAA
3. Instructional Technology Tools and Setting (Zulma and Gabby)
4. Manager’s Report (Jose)
5. Professional Development (Jodi)

A. $1200 Professional Development for OTC

B. Screencast-O-Matic licence distribution for April

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/Discussion

Next meeting: May 14, 2018 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/Collaborative Inquiry | New-**Commenced March 2018** |
| 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: Scheduled April or May 2018** |
| 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/**Commenced 1/18** |
| Peer Mentors | New |
| Teaching for Online Learning Excellence Academy | New |
| Discussion Rubric | New/**Developed Fall 2017** |
| 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 |
| Newsletter | New-**Commenced 3/2108** |