**Online Education Committee Agenda – 9/10/2018**

1. Approval of May 14, 2018 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Manager’s Report
4. Professional Development (Jodi)

A. Conferences attended (Digital Badging, OTC, InstructureCarn)

B. Workshops will be starting in the fall; input for days/times-maybe “Tech Tuesdays”

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

* 1) Deadlines for certification to teach online will remain “soft” to accommodate late add classes

2) How can we ensure faculty get up-to-date training, and how often (eg.3 hours in 3 years? Should this be mandatory? Can track with a spreadsheet and submit to flex?

3) **2018-2019 proposed meeting dates:**

October 8, 2018 at 1:30pm in KDA/PE 107

November 19 or 26?

February 11, 2019

March 11, 2019 (Nominations for DE coordinator; election to follow)

April 8, 2019

May 10, 2019

**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 October 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-**Commenced Summer 2018** |
| Newsletter | New-**Commenced 3/2108** |