**Online Education Committee Agenda – 11/19/2018**

1. Approval of October 8, 2018 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Manager’s Report (Grant)
4. Professional Development (Jodi)-
   1. Can\*Innovate and DECO Summaries
   2. POCR Club-need a resolution for senate
   3. Peer Review Guide (handout)
   4. Negotiations (Jill)
5. Technology Update (Gary)
6. Online Counseling
7. Library Online Services (Irene)
8. Online Education Initiative Update (Michelle)
9. DSPS/Access report (Suzanne)
10. Division reports
11. New Business/Other/Discussion
12. Load for full- and part-time online instruction?
13. Program Plan and resources requested
14. Fully online degrees and certifications at RHC ($35 million grant from Chancellor’s office)
15. Future meeting dates

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-Commenced 9/2018 |
| Update Website with by-laws, policy, committee membership, training | New/Commenced 7/2017 |
| Compare community college resources and support for opportunities | New; Commenced 10/2017 |
| Monthly E-Mail communication to faculty, staff, management | New; Commenced 9/2017 |
| 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 Spring 2019?** |
| 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-POCR Club and Guide checklist** | New-Commenced Fall 2018? |
| 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 3/2018** |