**September 10, 2018 Meeting Minutes**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **x** | Jodi Senk |  | Matt Pitassi | **x** | Jill Pfeiffer | **x** | Irene Truong |
| **x** | Zulma Calderon | **x** | Scott Jaeggi |  | Michelle Pilati | **x** | Grant Linsell |
|  | Suzanne Fredrickson | **x** | Lorraine Jeffrey | **x** | Carol Sigala | **x** | Vann Priest |
| **x** | Gabriela Olmos |  | Lydia Llerena | **x** | Bianca Urquidi | **x** | Gary Van Voorhis |
| **x** | Eugene Blackmun | **x** | Cynthia Lewis | **x** | Steve Tomory |  |  |

**Guests: None**

**Call to order: 1:34pm**

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

Motion – Eugene Blackmun, Second-Jill; Motion passes unanimously, minutes adopted by group

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

Zulma- Waiting for the gradebook tool to be launched

-OTC conference had many good sessions for video

-Presentation for Portfolium—a site that can showcase an highlight student projects and achievements; used at the Cal States and for careers (can share with employer)

**III. Manager’s Report (Grant)**

- Grant Linsell, Dean of Arts, will become the new permanent Dean of Online Ed. He will be attending the OEI meeting gin Sacramento as the RHC rep 9/14.

- Starting discussion on how to do online evaluations; Scott shared other colleges have the dean evaluate faculty then are reviewed by three others

-Buying a doorbell for Gabby and Zulma when doors are locked.

-Jill shared the President wants to get negotiations done by December. This may impact desire to develop new process.

- Online Ed needs to be a part of the equity plan which is a big hole.

-Accessibility will be a big issue in accreditation.

-Hybrid classes do not get reviewed like online even though hybrid instructors need to be certified. Hybrid would be helpful for using campus resources wisely (parking, classroom space, etc).

-Jodi shared that students need to understand hybrid, and perhaps Grant can reach out to counseling for help.

**IV. Professional Development (Jodi)**

- Five faculty attended the Online Teaching Conference in Anaheim June 18-20, 2018 The faculty included Alyson Cartagena, Jill Pfeiffer, Steve Tomory, Shin Lui, Jodi Senk along with two OE Instructional assistants, Zulma Calderon and Gabby Olmos, supported by Perkins Funding.

- Rio Hondo, in a partnership between Automotive and KDA, hosted the New World of Work/21st Century Skills and digital badging utilizing Perkins funds this past May. More than eight faculty, counselors, and two instructional assistants attended, along with attendees from other colleges.

-Online Education Coordinator, Dr. Jodi Senk, attended the national Canvas Conference in Keystone CO.

-With the increase in professional development, “Tech Tuesdays” will be offered starting 9/11 to provide online ed training opportunities.

- Accessibility is going to be the next great need for distance ed. Many schools are getting training and hiring an accessibility coordinator for online classes.

**V. Technology Update (Gary)**

None

-Question was raised about off-site centers and getting better wifi-. Hope to resolve by the end of this year

**VI. Online Counseling**

None

**VII. Library Online Services (Irene)**

- The library will be enhancing online services with four projects

1. live chat

2. embedded librarian services online

3. modules in Canvas

4. and video tutorials.

**VIII. Online Education Initiative Update (Michelle)**

None

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

None

**X. Division reports**

None

**XI. New Business/Other**

- Deadlines for certification to teach online will remain “soft” to accommodate late add classes

- Looking to develop more GE and certificate programs/pathways fully online

- Presentation in Oct. to Board

- Gene brought up the issue of how many classes or % can be taught online by part-timers. They are limited to 40% like Full-time faculty, but no language in the contract to address part-time online load. Jill will investigate, may be a negotiable item.

- Discussion of online ed to increase enrollment-follow-up needed.

**Meeting adjourned** 2:30pm

**Next meeting**

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

Meeting minutes submitted by Gary VanVooris