**Online Education Committee Agenda – February 11, 2019**

1. Approval of November 19, 2018 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Manager’s Report (Grant)
4. Updates and Professional Development (Jodi)
	1. POCR Club
5. Technology Update (Gary)
6. Online Counseling
7. Library Online Services (Irene)
8. Online Education Initiative Update (Michelle)
9. DSPS/Access report (???)
10. Division reports
11. New Business/Other/Discussion
12. Nominations for OE Coordinator Timeline
13. Nominations Feb 11-15
14. Bios: Due by Feb 19 at noon; Distributed to OEC by Feb 20
15. Election run Feb 25 to March 1 (Senate President has appointed Mike Dighera to run election)
16. New Coordinator announced March 11

Future meeting dates

March 11, 2019 (New DE coordinator announced)

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** |