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

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

1. Approval of October 8, 2018 Meeting Minutes

Motion-Jill, Second-Irene; Motion passes unanimously, minutes adopted by group

1. Instructional Technology Tools and Setting (Zulma and Gabby)

-No report

1. Manager’s Report (Grant)

-Grant proposes to create a Canvas shell and auto enroll all faculty instead of mass emailing everyone (faculty information hub, repository,)

-Have training modules for CurricuNet, OER, ZTC, TaskStream, online training, etc.—like a faculty resource Hub

1. Professional Development (Jodi)-

-$2800 available for professional development, provide stipends to create Canvas resource modules or POCR

* 1. Can\*Innovate and DECO Summaries—see attached
	2. POCR (Peer Online Course Review) Club – subcommittee of OEC

-Earn $300 stipend or 12 hours of FLEX credit to complete training

* 1. Peer Review Guide (handout)
	2. Negotiations (Jill)—completed, but nothing specific for DE
1. Technology Update (Gary)

-no report

1. Online Counseling

-no report

1. Library Online Services (Irene)

-LibChat ready to launch in Spring 2019

1. Online Education Initiative Update-Grant
2. DSPS/Access report (Suzanne)

-no report

1. Division reports

-Spanish program almost entirely online

1. New Business/Other/Discussion
2. Load for full- and part-time online instruction?
3. Program Plan and resources requested
4. Fully online degrees and certifications at RHC ($35 million grant from Chancellor’s office)
5. Future meeting dates

-this is Jodi’s last term as chair:

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

March 11, 2019 (announcement of DE coordinator for 2019-21)

April 8, 2019

May 10, 2019

Meeting Adjourned: 2:20pm

Minutes submitted by Irene Truong

Online Education CAN\*INNOVATE/ DECO Meeting Summary

October/November 2018

Submitted by Dr. Jodi Senk

* OER-Google
	+ Go to commons on Canvas for OER-several courses listed
	+ Import a course into an empty shell if you want the info
* Best Practices for a POCR (Peer online course review) club
	+ Purpose is to help faculty prep for OEI/enhance quality courses
	+ Need to create a “POCR club”-sub- committee of OEC
	+ Use @One training course (free) and course review process
	+ Can use CTE funding for appropriate courses-$300 stipend for course reviewer; $150 stipend for quality control checker (probably the DECO)
	+ Typically committee: 3 faculty, Chair of program review and OEC, librarian and/or OER rep; accessibility reviewer—ALL are certified POCR and use a Rubric
	+ DO flex workshops, include accessibility, use OEI rubric for aligmment
	+ Faculty under review: Complete an application and self-assessment, use a Canvas shell
	+ Upload final review rubrics for quality control
	+ IDEA: Accessibility reviewer should be trained and certified POCR and get a stipend. They should be supportive, resourceful, and encouraging.
* ACCJC Regular and Effective Contact
	+ Are DE policies aligned with college mission
	+ Are Outcomes linked to method of instruction
	+ Are there polices and inst. processes to develop DE
	+ Disparity in how institutions make online courses available for ACCJC during accreditation.
	+ Inconsistency:
		- How courses are chosen; number chosen (e.g. one visit they looked at 10/60-17%, and another 90/270 -33%)
		- level of access (instructor v student)
		- basis of eval (reviewed college’s policies vs home college)
		- Recommendations (50 % courses had reg and eff contact—one wrote a Rec for Improvement, another wrote a Compliance Rec.
		- types of courses reviewed (online, hybrid, enhanced)
* Recommended for ACCJC self-report:
	+ - Policy for ensuring Regular and Effective contact equiv to FTF
		- Policy with definitions, guidelines, and best practices
		- Randomly selected DE courses, no fewer than 15; use archived classes
		- Teacher or TA access-(issue with teacher access and changing things; confidentiality of students?)
		- Instructions on how to access classes
		- Maintain confidentiality
		- Review teams: 1-2
		- Use college being evaluated
		- Triangulate with DE data, faculty, students, and DE deans/coord.
		- Use a rubric to standardize recommendation
		- What to look at in review?
			* Announcements
			* Discussion posts instructor-student; student-student