**Distance Education Committee Agenda – May 13, 2019**

1. Approval of April 8, 2019 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Manager’s Report (Grant)

* CTE Pathways Grant update
* Finish Faster

1. Updates and Professional Development (Jodi)

* PFC Presentation completed
* DE approved name change
* Screencast-o-matic license renewal (need vote)
* Organizational Analysis Summary
* Goals achieved

1. Technology Update (Gary)
2. Online Counseling
3. Library Online Services (Irene)
4. Online Education Initiative Update (Michelle)
5. DSPS/Access report (???)
6. Division reports
7. New Business/Other/Discussion
   1. Virtual Cloud Access (Warren)
   2. New Goals, 2021 –e.g. OEI rubric, POCR, video tutorials
   3. Membership (Jill)
   4. Future meeting dates-TBA

**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-Need to review for DE |
| 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** |
| Faculty Resources Center (FRC) | New- Commenced Spring 2019 |