

## Distance Education Committee Agenda – September 9, 2019

- I. Approval of May 13th, 2019 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
  - Camtasia/Relay licenses
- III. Manager’s Report (Grant)
  - CTE Pathways Grant update, CTE Strong (Jodi)
  - Minimum Length of Online Classes (8 weeks?)
- IV. Updates and Professional Development (Jill)
  - Equity/Online Ed training coming soon with stipend
  - \$3500 PD from Flex office-Stipends for training/OTC Attendance?
  - October 25<sup>th</sup> Can-Innovate Online Workshop
  - Check out the Distance Education Faculty shell with accessibility resources
  - Finish Faster- cvcoei.org share with divisions!
- V. Technology Update (Gary)
- VI. Online Counseling (Welcome to Yunion Hernandez)
- VII. Library Online Services (Irene)
- VIII. Online Education Initiative (CVC-OEI) Update (Michelle)
- IX. DSPS/Accessibility report (Welcome to Mark Bennette)
- X. Division Reports
- XI. New Business/Other/Discussion
  - A. Governance Committee form for review and edit
  - B. Proctorio: Need for equipment to support students (Vann)
  - C. New Goals 2019-2020 –e.g. OEI rubric use section B, POCR Club, video tutorials using Camtasia, promote faculty initiated online course updates to prep for ACCJC visit, more paid professional development to help faculty create quality online courses.
    - I. Update Bylaws and Regular and Effective Contact forms with new Title 5 reqs.

### Goals 2017-2019

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	<b>New-Commenced March 2018</b>
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)	<b>New: Scheduled Spring 2019?</b>
Sample Canvas Shell for online, hybrid, and enhanced	New- <b>Completed 8/17</b>
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/ <b>Commenced 1/18</b>
<b>Peer Mentors-POCR Club and Guide checklist</b>	<b>New-Commenced Fall 2018</b>
Teaching for Online Learning Excellence Academy	New

Discussion Rubric	New/ <b>Developed Fall 2017</b>
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- <b>Commenced Summer 2018</b>
Newsletter	New- <b>Commenced 3/2018</b>
Faculty Resources Center (FRC)	New- Commenced Spring 2019