

Distance Education Committee Agenda October 14, 2019

- I. Approval of September 9th, 2019 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
- III. Manager's Report (Grant)
 - CTE Pathways Grant update, CTE Strong (Jodi)
 - Minimum Length of Online Classes (8 weeks data?), Online training from other colleges
- IV. DSPS Accessibility curriculum check for DE courses
- V. Updates and Professional Development (Jill)
 - CCC Accessibility Center training scheduled for 1/28/2020 with two sessions Canvas/Word to PDF
 - October 25th Can-Innovate Online Workshop
 - Update By Laws with new Title 5 language and 2 more faculty reps added
 - Adopt Section B of the OEI Rubric for Regular and Effective contact?
- VI. Technology Update (Gary)
- VII. Online Counseling (Yunior)
- VIII. Library Online Services (Irene)
- IX. Online Education Initiative/Curriculum (CVC-OEI) Update (Michelle)
- X. DSPS/Accessibility report (??)
- XI. Division Reports
- XII. New Business/Other/Discussion
 - A. Proctorio: Need for equipment to support students (Vann)
 - B. New Goals 2019-2020 –e.g. OEI rubric use section B, POCR Club training and development, promote faculty initiated online course updates to prep for ACCJC visit, more paid professional development to help faculty create quality online courses, update By Laws, create accessibility check list to prep faculty before DSPS curriculum sign off, update regular and effective contact form online to included student to student contact.

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	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