Online Education Committee Minutes – 9/9/2019

x	Jodi Senk	X	Matt Pitassi	x	Jill Pfeiffer	x	Irene Truong
x	Zulma Calderon	x	Scott Jaeggi	x	Michelle Pilati	x	Grant Linsell
X	Yunior Hernandez	X	Mark Bennette	x	Carol Sigala	x	Vann Priest
x	Gabriela Olmos	x	Lydia Llerena	x	Bianca Urquidi	x	Gary Van Voorhis
X	Eugene Blackmun	x	Cynthia Lewis	X	Zulma Calderon	x	Warren Roberts

I. Approval of May 13th, 2019 Meeting Minutes
    Motion-Jodi Second-Scott; Motion passes unanimously, minutes adopted by group

II. Instructional Technology Tools and Setting (Zulma and Gabby)-
    A. Camtasia/Relay licenses are available and are a powerful tool for video for DE classes.

III. Manager's Report and CTE Grant (Grant and Jodi)
    A. CTE Pathways Grant reporting is straightforward. Per the grant Gabby will be full-time, there will be a part-time clerk, and Jodi Senk gets reassigned time to be the grant manager. Faculty who review CTE classes will receive $400 per the grant stipulations.
    B. Jodi mentioned here is a concern that faculty may not get courses to curriculum in a timely manner and conform to the OEI standards. There was a lengthy discussion on accessibility checks for new online courses brought through curriculum and signed off by DSPS. Some thought a module or two is fine to show that faculty know what they are doing to make their courses accessible and others mentioned having more modules completed.

IV. Professional Development (Jill)
    A. Jill mentioned she is working with Equity to have some professional development on equity in the online environment.
    B. $3500 of Flex money for DE. The money can be used for stipends for training. Michelle mentioned asking for deliverables when training completed before payment of stipend. 2k to be set aside for faculty to attend the OTC and the rest to go for stipends. Matt mentioned sweetening the deal and making stipends $150.
        a. Jill motioned to use $1950 for 6 people to attend the OTC and the rest of the money to be used for up to $150 for stipends for DE training. Second by Jodi. Motion approve unanimously.
    C. October 25th Can*Innovate online conference is being advertised and faculty can receive flex credit for their participation through the

                flex reporter system. Previous attempts to have a hosted viewing of the conference resulted in very few participants.

          D.   The Finish Faster Online OEI catalogue is up and running and all divisions should be alerted to its existence. cvc.edu is the site.

V.   Technology Update (Gary)- No Report

VI.   Online Counseling- (Yunior)- reported that there are 3 online counselors taking 20 appointments per week using cranium cafe. They hope to offer more appointments in the future especially around registration time.

VII.   Library Online Services (Irene)- No Report but she mentioned that LACCD lost a case for accessibility issues with the library databases.

VIII. Online Education Initiative Update (Michelle)-Cranium Café is part of the OEI. There is a meeting next week in Sacramento and Grant is attending.

IX.   DSPS/Access report (Mark)- Would like to see faculty have 90% of their course completed before they come to him for the accessibility check. He said he was spending a lot of time dealing with unprepared faculty. There was a discussion of the curriculum form being changed to include more description of what faculty are doing to make their courses accessible and/or outline expectations for getting the course ready for the accessibility check. Mark mentioned that here is a ton of accessibility software out there to support faculty but that it is expensive.

X.   Division Reports- no reports

XI.   Jodi asked the committee to quickly approve the Governance Report so she can submit it. All agreed to approve the report.

XII. New goals for 2019/20- Committee members should email them to Jill

Meeting Adjourned: 2:15pm
Minutes submitted by Gary Van Voorhis