

Distance Education Committee Agenda November 18, 2019

- I. Approval of October 14th, 2019 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Integrate Office 365 into Canvas?
- III. Manager's Report (Grant)
 - CTE Pathways Grant update, CTE Strong (Jodi)
 - Minimum Length of Online Classes (Other colleges allow 5-6 week intercession courses)
 - DSPS Accessibility curriculum check for DE courses
 - POCR?
- IV. Updates and Professional Development (Jill)
 - CCC Accessibility Center training rescheduled for 2/7/2020 with two sessions Canvas/Word to PDF LR117 9am-4:30pm
 - Equity Online training scheduled for March 6, 2020
 - Accepting online training from other colleges (see statement)
- V. Technology Update (Gary)
- VI. Online Counseling (Yunior)
- VII. Library Online Services (Irene)
- VIII. Online Education Initiative (CVC-OEI) Update (Michelle)
- IX. DSPS/Accessibility report (?)
- X. Division Reports
- XI. New Business/Other/Discussion
 - A. Proctorio: Need for equipment to support students
 - 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 Bylaws/Appendix G Regular Effective contact form-negotiated item, create accessibility check list to prep faculty before curriculum sign off.

Goals 2017-2019

Goal	Progress
Facilitate Canvas Transition and training for new faculty	Continuing
Regular and Effective Contact Policy and communication form update	Continuing
Support new and continuing professional development with stipends	Continuing
OEI services, updates, Online proctoring services	Continuing
Faculty Survey/Collaborative Inquiry	Continuing
Communicate online support/tutorials	Contin
Update Website with by-laws, policy, committee membership, training	New/Commenced 7/2017
Compare community college resources and support for opportunities	Continuing
Monthly E-Mail communication to faculty, staff, management	Continuing
Peer Review Training Guidelines	Continuing
Annual Board Report (courses, OEI, enrollment, demographics, retention, success, prof. development, LMS training/needs, classified support)	Goal
Sample Canvas Shell for online, hybrid, and enhanced	Completed 8/17
Update forms, e.g. Online Ed to Distance Ed.	Completed 9/19
Attendance of Monthly Distance Ed Coordinators and Managers Meeting	Continuing
Peer Mentors-POCR Club and Guide checklist update	New-Commenced Fall 2018

Discussion Rubric	New/ Developed Fall 2017
Budget transparency (Stipends for online certification, new courses, training, best practices, compliance (Title V)	New/ Proposed 9/11/17
Update Best Practices Modules	New- Commenced Summer 2018
Newsletter	New- Commenced 3/2018
Faculty Resources Center (FRC)	New- Commenced Spring 2019