

## Distance Education Committee Agenda February 10, 2020

- I. Approval of November 18th, 2019 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
  - A. TechSmith Relay training
- III. Manager's Report (Grant)
  - CTE Pathways Grant update, CTE Strong/POCR (Jodi)
  - DSPS Accessibility curriculum check for DE courses
  - Vericite and CCC Proctoring Network
  - CVC-OEI updates
- IV. Updates and Professional Development (Jill)
  - CCC Accessibility Center training 2/7
  - Online Teaching Conference Early Bird Registrations closes April 14<sup>th</sup> held at the Pasadena Convention Center. Hotel stays available.
  - NameCoach, Proctorio, SmarterMeasure no longer supported (6/30/2020)
- V. Technology Update (Gary)
- VI. Online Counseling (?)
- 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-No longer an issue
  - 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)	<b>Goal</b>
Sample Canvas Shell for online, hybrid, and enhanced	<b>Completed 8/17</b>
Update forms, e.g. Online Ed to Distance Ed.	Completed 9/19
Attendance of Monthly Distance Ed Coordinators and Managers Meeting	Continuing
<b>Peer Mentors-POCR Club and Guide checklist update</b>	<b>New-Commenced Fall 2018</b>

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