**Distance Education Committee Minutes – 11/18/2019**

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

1. Approval of 10/14/19 Meeting Minutes
	1. Approved by consensus
2. Instructional Technology Tools and Setting (Zulma and Gabby)-
	1. Zulma: They installed office 365 so faculty can upload and students can submit work.
	2. Grant suggested sending instructions to online instructors- Zulma said they would do that.
3. Manager’s Report and CTE Grant (Grant and Jodi)
	1. Grant said he had a meeting with the president about OEI.
		1. The president is supportive, and said to continue with what we are already doing.
		2. Said to move ahead with the timeline the state gave, to kick off in January 2020.
		3. He wants to align and offer more courses-seemed open to talk about methods of support (both staff and faculty)
		4. Section B, if adopting, should adopt for all online courses- we need to work on the “how.”
	2. Grant had no update for the CTE grant-submitted a quarterly report and that went well.
	3. Jill brought up the minimum length for online classes
		1. Faculty will get a memo regarding the 2020-21 academic year
		2. Other local schools have online intersession – we may want to lock into an 5-8 week online intersession but that requires the calendar committee to be on board since that is part of the calendar negotions.
		3. Grant mentioned that the state is loosening on 6-week classes
	4. Grant discussed different types of support, including a full-time DE Coordinator and mentioned that quality will require compensation.
	5. Grant mentioned discussing if HR lets us use our current instructional techs (Gabby and Zulma), rather than hire outside
		1. Jill asked what do we do in the meantime since we have 16 or 20 classes waiting.
		2. In order to get those ones done we need consultants.
		3. Grant said he will reach out when we have a temporary solution.
	6. POCR: Jodi may take the lead for the remainder of the year while we have grant funding
		1. Jill said we need to figure our POCR player compensation going forward
4. Updates and Professional Development (Jill)
	1. Jill- discussed the 10/25 Canvas conference. The keynote speaker- they learned a lot of tips and tricks and they are available online.
	2. Feb 7th accessibility training- Canvas and PDF/LRC
		1. Limited amount of stipends available, a whole day is $150, and a half day is $75 with a light breakfast and lunch provided
	3. Discussed accepting training from other colleges- why make them do the training again. See Grants proposal on the back of the agenda.
		1. Jill mentioned being uncomfortable with accepting training from private or four-year colleges
		2. Motion to accept Canvas Training from other California Community Colleges that use Canvas.
			1. Motion-Carol Sigala, Second-Yunior Hernandez; Motion passes unanimously
5. Technology Update (Gary)
	1. “Finish Faster” is up and running with Rio Hondo online classes in the menu.
6. Online Counseling (Yunior)
	1. Online counseling time slots successfully increased
	2. Still unable to help students remotely so would need to have counselors on campus nights/weekends in order to accommodate night/weekend students.
		1. The problem is that there is no access available to student records when not on campus.
7. Library Services (Irene)
	1. No report
8. Online Education Initiative/Curriculum (CVC-OEI) Update (Michelle)
	1. Michelle Pilate not present- No report
9. DSPS/Access report
	1. No person coming to meetings- No report
10. Division Reports- None
11. New Business/Other/Discussion
	1. Need to update Regular and Effective Contact form with new Title 5 updates and that should be done next semester.
	2. Grant asked if there is a good way to get all online instructors in one place and it was suggested Flex day.

Meeting Adjourned: 2:09pm

Minutes submitted by Abby Balcom