**Distance Education Committee Agenda April 13, 2020**

1. Approval of March 9th, 2020 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Needs assessment
   2. Tech problems
3. Manager’s Report (Grant)
   1. Online training certification process updates
   2. Emergency Blanket Addendum for summer/fall
      1. Curriculum process (Dana Arazi)
      2. Is 5 weeks adequate for online classes during summer in a temporary remote education mode? Make a change to 8 or 10 week length courses? (Per Kevin Smith)
   3. Professional development plan development to support continuing online transition
   4. CTE Pathways/IOP Grant update
      1. CTE Strong (Jodi)
4. Updates and Professional Development (Jill)
   1. Waiting to hear if OTC Conference is still on in June 17-19, 2020. We have 10 faculty signed up.
   2. October 8th Accessibility Training on Canvas is still on for now.
   3. $300 stipends should now be available for those who want to go through the training modules again since 2015 to update their skills.
   4. POCR Club training and aligning to OEI rubric was suggested by Jodi to promote further faculty PD. We need volunteers to review CTE courses for alignment to the OEI rubric to fulfill obligations to the CTE/IOP Grant starting in summer or fall. IOP Grant stipends available.
5. Technology Update (Gary)
6. Online Counseling (Yunior)
7. Library Online Services (Irene)
8. Online Education Initiative/Curriculum (CVC-OEI) Update (Michelle)
9. DSPS/Accessibility report (??)
10. Division Reports
11. New Business/Other/Discussion
    1. Goals completed for 2019-2020 –e.g. OEI rubric use section B, POCR Club training and development (still in process), promote faculty initiated online course updates to prep for ACCJC visit (continuing), more paid professional development to help faculty create quality online courses(continuing), update By Laws (completed), create accessibility check list to prep faculty before DSPS curriculum sign off (completed), update regular and effective contact form online to included student to student contact (completed), AP4105 update (completed).

**Goals 2017-2020**

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| **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 |