**Distance Education Committee Agenda May 11, 2020**

1. Approval of April 13th, 2020 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems?
3. Manager’s Report (Grant)
   1. Emergency Blanket Addendum for summer update
4. Professional development plan to support continuing online transition
   1. CTE Pathways/IOP Grant update
      1. CTE Strong (Jodi)
5. Updates and Professional Development (Jill)
   1. OTC Conference June 17-19, 2020 is giving refunds for registration, hotel, and will be held online.
   2. October 8th Accessibility Training on Canvas.
   3. $300 stipends for DE training offered through August 8th. Faculty trained back in 2015 encouraged to recertify and take the POCR for $500 stipend.
6. Technology Update (Gary)
7. Online Counseling (Yunior)
8. Library Online Services (Irene)
9. Online Education Initiative-(CVC-OEI) Update (Jill)
   1. [Wellness Central](https://ccconlineed.instructure.com/courses/1895?cf_id=1989) available for Canvas course menu. All faculty should add it to their course menus by enabling through the navigation settings.
   2. [Student Readiness Support Modules](https://ccconlineed.instructure.com/courses/5432/pages/student-online-readiness-modules) to help students prep to take online courses is now on the DE main page and can be added to course menus. Good idea to send out the modules to your students prior to the start of the semester in a welcome email.
10. DSPS/Accessibility report (??)
11. Division Reports- Please share DE Committee info with your divisions!
12. New Business/Other/Discussion
    1. Policy regarding who can teach OEI aligned courses and scheduling issues of online courses in the future. (Jodi)
    2. Resolution to acknowledge extra work by DE Support (Jodi)
    3. 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 |