

## Distance Education Committee Agenda March 9, 2020

- I. Approval of February 10, 2020 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
- III. Manager's Report (Grant)
  - CTE Pathways Grant update
  - DSPS Accessibility curriculum check for DE courses
  - CVC-OEI- Temporary Remote Distance Learning Plan in case of emergencies
  - POOCR Club, Marketing, CTE Strong update (Jodi)
- IV. Updates and Professional Development (Jill)
  - CCC Accessibility Center training- October 8<sup>th</sup>, 2020 3 hour training on Canvas
  - Online Teaching Conference Early Bird Registrations closes April 14<sup>th</sup> held at the Pasadena Convention Center. 10 faculty attending
  - AP4105 review for changes and approval
  - Regular and Effective Contact form review and approval
- V. Technology Update (Gary)
- VI. Online Counseling (Yunior)
- VII. Library Online Services (Irene)
- VIII. Division Reports
- IX. New Business/Other/Discussion
  - A. New Goals 2019-2020 –e.g. OEI rubric use section B, POOCR 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. New Goals completed!

### Goals 2017-2020

Goal	Progress
Facilitate Canvas Transition and training for new faculty	Continuing
Regular and Effective Contact Policy and communication form update	Continuing Spring 2020
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	Continuing
Update Website with by-laws, policy, committee membership, training	Continuing
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>Updated Fall 2019</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>
By Laws Update with Title 5 language	Fall 2020

Discussion Rubric	<b>New/Developed Fall 2017</b>
CCC Accessibility Center Training on Campus	Spring 2020
Budget transparency (Stipends for online certification, new courses, training, best practices, compliance (Title V)	Continuing
Update Best Practices Modules	Completed Fall <b>2018/Continuing</b>
Faculty Resources Center (FRC)	Commenced Spring 2019
Distance Education Faculty Learning and Resource Center Shell	New-Fall 2019