



**Distance Education Committee
Meeting Agenda**

11/18/20 3-4:30 via Zoom – link and details are at the end of this document

Committee Focus	Minutes	
Welcome Approve Minutes from last meeting Vivian moved, Farshid seconded Any new members? Committee Members Present	Committee Members	Present (P) Not Present (NP)
	Matt Allen	P
	Michael Bobo	NP
	DJ Bouzidi,)	P
	Sarah Burnett (co-chair)	P
	Elisa Chung	P
	Araceli Covarrubias	NP
	Vivian Harris	P
	Marissa Iliscupidez,	NP
	Bibiana Lopez	P
	Farshid Mirzaei	P
	Damon Nance (co-chair)	NP
	Sandra Popiden	P
	Jesus Reyes	NP

Committee Focus	Minutes	
	Walter Stevens	P
	Dana White	P
	New Member	
	Mitzi Sloniger	P
	Barbara May	P
	Visitors	
	Torria Davis	P
	Mitzi Sloniger	P
	Sean Ulbert	P
	Sam Lee	P
Process for introducing new technologies to colleges – Which technologies should be purchased, kept, or discontinued? How should we decide? For example...look at this lovely item... https://www.packback.co/product/ Mitzi Sloniger to share	Sharing of the Packback tool as an example of current technology faculty want to use...how so we decide if we fund it for all? Q and A session about the tool and how to create a process Concepts to consider = 2 processes? 1. How do we solidify the things we already have? 2. Identify and Approve New Items – Consider the following • Serviceability/Applicability of the tool for a wide range of disciplines? • Discipline related uses discussion • Template document with prompting questions as a systematic way to analyze • Cost to students/College • Line item dedicated in the budget • Trial versions – pilot process to try and then report out	

Committee Focus	Minutes
	Suggested Process – Dr. Davis shared a suggested process • Importance for the faculty to be involved in the process, also different faculty from across the disciplines • Consider also connection to Program Review Process and Assessment alignment – Showing elements of DE teaching we need the District to pay for Next Step – get input from RCC and MVC at DE Chairs meeting Additional Ideas • Symposium of Sharing – Tech talk opportunities to share and learn from each other about how we are using different Apps, tools in Canvas • Come up with a semester plan for trainings by District – get Flex credit or payment for part timers (PDC payment) – volunteer faculty to share how they are also using the tools
When should Canvas courses be available - There was confusion among students and faculty at the beginning of fall 2020 classes. Should all classes be made available on the first day of the term or should they continue to open on the first day as indicated in the course schedule as with traditional face-to-face classes, with improved messaging for clarity.	Feedback 1st day of the semester was the consensus Even synchronous courses – the meeting time shouldn't dictate the opening of the course Some input that each faculty should be given the ability to open or close - use the Publish/unpublished system to limit access vs. Share the syllabus prior to the semester as a draft in case you make changes

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DE Policy regarding the use of Canvas for non-Canvas related messaging. Should college announcements that are not Canvas related be sent through Canvas? What are the strengths and challenges of this idea?	No – we want messages in Outlook – faculty are separating their work to address college issues vs. student issues
Adding DRC/DSS Note takers to instructor classes - Now that the Canvas teacher role permissions allow faculty to add users, should the DE department continue to add note takers to courses at the request of DRC/DSS personnel or allow faculty to add the note taker themselves?	Faculty want to receive prior notification they will be added to the class
New Accessibility Manager position – how to utilize them at our college?	• Help specific disciplines modify courses based on specific content issues • Needing to prioritize the work completed by the new managers • Use ALLY scores to identify areas of greatest needs – could be skewed – it might not be showing the reality of “problems” vs. just not modified simple issues • Need to find out the dominant needs across the disciplines – we need to find out what is really needed - compile a source of problems to discover trends • Identify some consistent documents/resources/types that create the most problems and identify ways to modify some standard documents
Input	Having all 3 colleges share in the DE FLEX activities RSI – Equity – How can we share what is being learned? Maybe see if MVC will be able to share out their experience
DE with a Little TLC Brown Bag Topic – Perusal Who is willing to present?	For next meeting

Committee Focus	Minutes
OER – I'm getting a group together to explore, discuss, and engage – are you interested?	
Do we need to do a Faculty DE Needs Survey?	
RSI – Professional Development	

ZOOM DETAILS

Hi there,

Sarah Burnett is inviting you to a scheduled Zoom meeting.

Topic: Distance Education Committee Meeting

Time: Sep 16, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Wed, until Nov 18, 2020, 3 occurrence(s)

Sep 16, 2020 03:00 PM

Oct 21, 2020 03:00 PM

Nov 18, 2020 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

<https://cccconfer.zoom.us/join/97498872339?pwd=RDVmU3paaTlDTjVybUlqdVh1L0tttdz09fzwtnpejacPtCiyBwprQTzeY7dbBedNKdTc>

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/97498872339?pwd=RDVmU3paaTlDTjVybUlqdVh1L0tttdz09>

Password: 566710

Or iPhone one-tap (US Toll): +16699006833,97498872339# or +13462487799,97498872339#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 974 9887 2339

International numbers available: <https://cccconfer.zoom.us/j/abg1ViHnbb>

Or Skype for Business (Lync):

<SIP:97498872339.566710@lync.zoom.us>