Meeting of the Distance Education Planning Committee
Date: Tuesday, Oct 14

Notes

1. Meeting Called to Order: Present: Mark Renner, Mark Winter, Chris Romero, Mike Butler, Lynn Thiesen, Lisa Sayles, Alison Stull, Crislyn Parker—support

2. Review Summary Notes: approved as corrected (spelling of ‘Canvas’).

3. Reports
   3.1 Canvas Advisory Group (CAG) Recommendation to Adopt Canvas (attachments):
   - The recommendation by the Canvas Advisory Group was forwarded to Vice President Snow-Flamer, the Academic Senate Leadership and DE Planning Committee to permanently adopt the Canvas LMS system.
   - The recommendation follows extensive discussions with constituency groups, pilot testing, and follow-up surveys to faculty and students participating in the pilot.
   - Adoption will be mandatory for Fall 2015, and voluntary for Spring, 2015.

4. Discussion Items
   4.1 Online Education Initiative (attachments):
   - Referring to the OEI course design rubric and the courses listed for implementation of the pilot program, the committee discussed that it is not too soon for CR, as an institution, to determine how we want to approach the OEI and division faculty. One suggestion is to look for gaps in the division(s). DEPC will take the initiative on distance education courses and OEI considerations; we need to be proactive once our DE substantive change is approved.
   - Another area of consideration regarding the OEI: CR could lose students to this program, so we need to get our faculty trained and involved. This will be a future discussion item and Mark Winter will keep this committee updated.

4.2 Online Teaching and Learning Training (OTLT) Update (attachment):
   - The training is organized around the four standards for evaluating an online course. Mark would like to administer a 4-week pilot this fall; bare bones, and with limited faculty who are interested and/or need skills updated. A syllabus and course description will be ready by the October 28 meeting. The focus has shifted away from @One and toward OEI emphasis. Ideally, a canvas shell will be established for each trainee to create one module of a class, with specific projects due each week. Courses must include discussion and assessment components, as well.
   - Conversation segued into a discussion on how to track the last date of attendance (LDA) for online courses. Posted in Mark Renner’s October 15 newsletter, the Department of Education “…has taken the position that documenting the student’s LDA in an ‘academically related activity’ requires more than attendance in the student’s electronic classroom.” To ensure we correctly report LDA for failing students in online sections, instructors must report the date of submission of the last “academic activity” (e.g., quiz, report, forum posting, etc.) by the student, rather than the last log-in date. Mark Winter will work with Lynn Thiesen to incorporate this into the training.
   - Other training will eventually include an online site with videos and how-to items which will be noted and linked in the weekly newsletter.
4.3 Class Information Letter (attachment):

- It is agreed that a letter of introduction for online students will help them understand the depth and breadth of the course prior to starting, and will be posted on the faculty welcome page. Best/better methods of informing students were also discussed, particularly notifications to students prior to the start of online classes.
- Regarding sending emails, Lynn Thiesen noted that in Financial Aid only one email is sent to a student’s personal email, informing them they must use their MyCR emails in the future, or would miss something important. There will likely be several methods provided for students to receive information.
- The contents were deemed appropriate with a few changes to language that students need to have consistent broadband coverage. Agreed that information posted on web advisor and student letters should be consistent. It was agreed to bring a recommendation to the senate for guidelines for posting information prior to the start of school. This will be a future agenda item.

4.4 Proctored Exams (attachment):

- This form was revised from previous templates and includes AP 4105. The next step is to contact ASC about standardizing proctoring exams, then inform faculty of the procedure. This needs to be operationalized. A DN and KT version will be created.

5. Action Items

5.1 Committee Purpose Statement (Charge)/Typical Tasks/Members (attachment):

- The charge was discussed and approved as revised (see attached). Regarding membership, it was discussed that an IT (Steven Roper) presence is important.
- Two year terms will be requested.

5.2 Statement of support for CAG recommendations:

- Following discussion, it was agreed that DEPC members who were also part of the Canvas Advisory Committee or the LMS task force would not vote; only the remaining DEPC members cast a vote.
- Remaining members voted unanimously in favor of affirming the committee’s support of the CAG recommendations.

6. Future Agenda items

- Develop an asynchronous Canvas help site; determine who is responsible for and where to house it; what is the role of the DEPC
- Recommend standardized pre-semester communications, and web advisor printed comment field
- OEI-CR targets of involvement
- Record-keeping requirements for distance education and financial aid (Lynn Thiesen)
- Student complaint process for online courses
- Annual Plan and Program Review
- Interactive video math classes (requires input from Steven Roper)

7. Announcements: DEPC meeting times will remain from 3pm to 4:30 to allow for participation of all constituency members.

8. Adjourn