Meeting of the Distance Education Planning Committee  
**Date:** Tuesday, Oct 28, **Time:** 3-4:30 pm, **Location:** SS 104

**Present:** Mark Renner, Mark Winter, Alison Stull, Lisa Sayles, Chris Romero, Mike Butler, Keith Snow-Flamer, Crislyn Parker-support

2. **Review Summary Notes** (attachment): approved as stand

3. **Reports**

   3.1 **Canvas Adoption Update**
   - The recommendation, approved by the DEPC, went to the Academic Senate, who voted unanimously to affirm and support the recommendation of the Canvas Advisory Group. President Smith sent an email announcing the adoption of Canvas to the district. The recommendation is now action item 2.5 of the November 4th board agenda. Keith will also address the recommendation at the board meeting in his comments.
   - The committee thanks Keith and the President for moving this forward.

4. **Discussion Items**

   4.1 **Canvas Training and Support of Online Instructors:**
   - Parallel processes: While determining which LMS will work best for instruction, discussion on how to provide training and support was also being considered. The goal is to have face-to-face and online tutorials coupled with mentoring support.
   - Following roll-out of the spring schedule on Web Advisor, Mark will work with faculty regarding training for spring. Face to face training, mentoring and some tutorials will roll out beginning November 7. Shells for all sections will be created in both Sakai and Canvas. Tutorial videos are being created. Training will include moving from Sakai to Canvas.
   - Associate faculty will receive a Canvas guide with their contracts on November 16.

   4.2 **Online Teaching and Learning Training (OTLT) Syllabus/Pilot** (attachment):
   - OTLT is a four-week training that will include creating a syllabus, a course module and adding learning outcomes. A rubric for grading the final project is being designed. The training is being designed to be sustainable and taught year round, as well as for success. Trainings will be offered both in early and late spring. A DE handbook is being designed utilizing two existing models (Pasadena City College and Mendocino College). The committee agreed to move this to an action item and vote.
   - Keith will request the Deans take the online training to be better prepared for evaluating instructors. He would like to see a summer offering, if possible. This is on the Instructional Council agenda for next week.

   4.3 **Web Advisor Comments** (attachment):
   - Mark and Mark worked with Tiffany to draft language for students enrolling in online courses. Students will know what LMS and where to log in from Web Advisor, plus receive a reference to the instructor letter.
   - A letter will be sent to faculty requesting they choose an LMS platform for spring. No response will generate an automatic default to Sakai.
   - To ensure students are online-ready, the website will have clear readiness information. Eventually readiness workshops and student Canvas tutorials will be available.
   - The student survey indicated Canvas is functional on tablets and Chromebooks. Canvas also has apps for students using portable devices.
   - Faculty must learn how to convey ‘rich’ content. Apple does not support flash; if faculty generate flash content, it won’t work for IOS or mac-based devices.
4.4 DE Website:

- Mark, Mark and Reno are working with Brian Van Pelt to create improved and functional DE web pages. Resources will be moved to where they make the most sense. The goal is to restructure the site so students can get instant help, and to make it more logical; less confusing. Determining language to use to convey information to students is difficult. Suggestion to look at HSU and match terminology; and/or survey students. Once determined, language will remain consistent.
- ‘Instructional technologies’ need to be distinguished from ‘distance ed.’ There was a suggestion to create both faculty and student resource categories. Mark Renner will work with Geoff Cain at HSU on these areas.
- The DEPC would like to beta test web changes and provide feedback.

5. Action Items

5.1 OTLT Pilot:
- Based on discussion, Mark update the syllabus draft, solicit Deans to discover if they have any faculty assigned to ‘staff’ classes who are not certified, and offer training to them in the next two or three weeks. The training will likely not be offered unless there are candidates who require it prior to spring; at that point, Mark will open to other interested faculty.

6. Future Agenda items

6.1 DE Action Plan/Program Review- will require several meetings.
6.2 Financial Aid/Fraud Prevention- Needs to be a higher priority. (3)
6.3 Proctoring Processes – Needs to be a higher priority, and invite Tina Vaughn from testing center to be present. (2)
6.4 OEI Targets – Develop a strategy for determining online courses; through DEPC.
6.5 Student Complaint Process- Highest priority (1): Required from ACCJC and is written into the substantive change proposal. ACCJC has rules on students receiving help for online classes, so this will help drive web layout.
6.6 WebX, Telepresence: Mark is having dialog with advisors, counselors, and directors and will have the same dialogs with deans: what courses could be/use interactive video and telepresence. Telepresence technology will be available in buildings and can be moved to classrooms as needed. Web capture (WebX) will be part of the deployment strategy. WebX has been purchased and training will begin for trainers. This is designated a higher priority (4). Alison will address specific needs and processes for lecture capture. CR will use the storage area network (SAM) for WebX.

7. No Announcements and Meeting Adjourned