1. **Meeting Called to Order: Present:** Mark Renner, Mark Winter, Lynn Thiesen, Lisa Sayles, Mike Butler,


3. **Reports**
   
   **3.1 Canvas Adoption Update:**
   - The Board of Trustees approved the five year Canvas contract at the November 4\(^{th}\) board meeting. Mark Renner spoke briefly thanking the task forces for their work, and the support of Vice President Snow-Flamer and President Smith. This is a long term investment supporting student education.
   - Shells have been built in both LMS’s (Sakai and Canvas).

   **3.2 OTLT Update:**
   - There was one request for training, so the class is running. If DEPC members wish to “participate” contact Mark Winter. Mark will make any changes he sees necessary for the spring syllabus and bring it back to this committee.
   - Mark would like to encourage faculty who are “grandfathered” in to take and benefit from this training.
   - A module will be developed for training deans in evaluation techniques.
   - Mark Renner is working with the dean’s to develop a reasonable list of courses for DE approval; what courses can and/or should be considered for online delivery, and then will work with faculty to write curriculum.
   - Discussions whether asynchronous, ITV and hybrid course outlines of record have to be submitted separately. Online and ITV need clear areas of demarcation. Discussed that the course outlines of record should be done separately, so if there is a problem in one area, the whole outline is not pulled due to error/omission. In the past face to face and hybrid were considered ok to bundle. Further discussion on telepresence and curriculum is needed.

4. **Discussion Items**
   
   **4.1 DE Website:**
   - Mark and Mark are working with Brian Van Pelt and Reno on best way to revise and restructure web pages Erin Jones will participate as well. Prototype(s) will be vetted through DEPC.
   - Mark and Mark will research what language to use, via survey and maybe a review of the HSU website language, and will bring back to the next meeting. There will be a follow-up survey for canvas students.

   **4.2 Student Complaints:**
   - A process needs to be developed for students to file complaints regarding courses and/or instructors. Mark Renner’s thought is the process could be as simple as being part of the revised web site include a link to process and forms; keep is the same as current complaint processes, and maybe include an electronic process for face-to-face classes as well. Mark Renner will bring this up at the next instructional council.
4.3 WebX-TelePresence:
• There is no date yet when the college can start utilizing WebX. Once it is in place, Mark, Mark and Reno will receive training for the trainers and push out to faculty and staff. An extensive list has been created as to who needs early training.

5. Action Items
5.1 None

6. Future Agenda items
6.1 DE Action Plan/Program Review: Planning (discussion to have with Angelina and Keith)
6.2 Financial Aid/Fraud Prevention: Operational issues: a big issue for financial aid and fraud prevention is even a bigger issue. Lynn Thiesen will be happy to address any questions.
6.3 Proctoring Processes: Operational
6.4 OEI Targets: Planning
• Prioritizing future agenda items:
  o Proctoring processes must be unified and district-wide. Mark and Mark will bring a draft process to the committee and invite Tina Vaughn.
• OEI targets that need to go through curriculum
• Creating a spring DEPC meeting schedule
• Student Survey

7. Announcements: Chancellor’s office met to discuss substantive change proposals. We are awaiting the results of their decision.

8. Adjourn