



Distance and Online Education Committee Meeting Minutes

Wednesday, September 14, 2016 - 10:30 AM -- 12:00 PM --BGS 249

Attending: Marina Aminy, Kenneth Brady, Allison Camelot, Sheryl Christensen, Barbara Cox, Kim d'Arcy, Joanne DeMarchi, Linda Morris Freshwater, Cindy Gross, Emily King, Jonathan Luque, Thomas MacKenzie, Nicole Major, Jane Medling, Brett Myhren, Vivian Nguyen, Vincent Pollizzi, Joyce Quade, Brock Schermerhorn, Valerie Senior, C. Smead, Rita Tamer, Patty Evans Wallin, Martin Welc and Ken Woodward

General Meeting

	Action Items	Assigned to	Deadline	Status/Comments
1.	AR 61.12	Brett	October	Share, via email, copy of AR 61.12
2.	ADA Compliant Sheet	Brett	November 1	Make available to OE instructors a quick one-sheet to help identify items to focus on for ADA compliance and extras
3.	ADA Compliance	Everyone	November 1	Review all links to videos, etc. to ensure that they are ADA compliant

- I. The meeting on August 16, 2016 was an un-official meeting as it occurred during Flex Week; no minutes were taken.
- II. **DOEC Updates**
 - a. The OE Committee is waiting to hear back from the Board for a definitive answer if there is support for two LMS.
- III. **OEI Updates** (Sacramento meeting & Pat James slides)
 - a. Pat James slides are available to all on Google Docs
 - b. Making a decision to back out of OEI would necessarily involve Academic Senate and the Faculty Association.
 - c. The online exchange is only one facet of OEI
- IV. **Accreditation update** (slides for REC; DE plan dates/times)
 - a. This link to another school's accreditation experience through the lens of those teaching an online class is available in Google Docs.

- V. **Regular and Effective Contact;** Online Ed Plan
- a. Regular and effective contact policy as described in AR 61.12 is proposed for adoption as the college's statement.
 - b. Meeting on 9/15/16 to work on QFE draft disseminated during Flex week.
 - c. Instructor engagement, at a minimum should be
 - i. Weekly
 - ii. Initiated by the instructor
 - iii. Maintain an updated Q&A
 - iv. Note in Q&A when private messages are exchanged
 - v. Utilize the messaging system in Canvas
 - vi. The more public the communication is the better
 - vii. Lots of discussion boards
 - viii. Respond to at least every 5 students
 - ix. Use Turnitin communication embedded in the LMS
 - d. For purposes of accreditation: Anything the instructor can see the inspectors can see, including grade book.
 - i. Within the small college, every one of the OE classes was inspected.
 - ii. CTE Classes
 - iii. Labs
 - iv. International languages
 - v. Emails with students will count if you provide email access
 - vi. Within Canvas, there is an option to route private messages service in LMS to an email
 - e. ADA Compliance - use only links to sites which are ADA compliant
- VI. **Sherpa Nudges:** The group decided to implement the reminders with 16 week courses to begin, and evaluate effectiveness after completion of the semester..
- VII. **Proctoring update:** charging students is not allowed page 43, 4.20).
- a. The student has the option to pay to take their exam at a testing center, or take the test on campus for free.
 - b. Pat James asked for a formal opinion
- VIII. **Tools set to expire:** PlayPosit (formerly known as eduCanon) and VoiceThread

- a. (PlayPosit (interactive video learning which creates faculty controlled interaction with students within videos) and Voicethread (embedded in videos, it is a useful tool in language classes or as an icebreaker). These are set to expire in pilot mode. Voicethread is not fully integrated into Canvas, but it is in Blackboard.
- b. Contracts for these tools will not renew if we do not use them.

IX. **Next meeting is Wednesday 10/12/2016 from 12:00 PM to 1:00 PM;**
Final scheduled meeting for fall 2016 is Wednesday 11/9/2016, 12:00 PM to 1:00 PM