DISTANCE EDUCATION COMMITTEE
MEETING MINUTES

Present:	Art Sandford (Co-Chair), Hank Bouma, Ishita Edwards, Jerry Lulejian, Shannon Newby, Mati Sanchez, Scott Wolf
Absent:	Jessica Kuang (Chair), Alan Ainsworth, Ashley Chelonis, Ron McClurkin, Cecilia Milan
Guests:	Bret Black, Chris Mainzer

Meeting Date: **3/2/2017**	Approval of Minutes from: **2/2/2017**	Recorded By: **Krista Mendelsohn**

AN = Action Needed	**AT = Action Taken**	**D = Discussion**	**I = Information Only**

	ACTION		
I.	Call to Order & Welcome	I, AT	A. Sandford called the meeting to order at 2:01 p.m. and declared a quorum present. Jessica has been appointed to the OER statewide committee for a one year term.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: remove MATH R001 from Item IV. **H. Bouma moved to accept the agenda as amended, I. Edwards seconded, and the motion carried unanimously.**
III.	Approval of Minutes	I, AT	Corrections to the Feb. 2, 2017 Minutes: none. **H. Bouma moved to accept the Feb. 2, 2017 minutes as presented, S. Newby seconded, and the motion carried unanimously.**
IV.	Distance Learning Appendices Approval	I, D, AT	MATH R002 – Transitional Mathematics II Changes Needed: fix typo in supplement. Add "district-supported LMS" and "instructor-initiated contact and feedback." Select "other" and explain student weekly feedback. Add "use of discussion board." Bret Black explained the structure of the course, including in-house created videos and quizzes through Canvas. Videos will be created using campus equipment and Camtasia software. **S. Wolf moved to approve the appendix pending**

			modifications, H. Bouma seconded, and the motion carried unanimously.
V.	Distance Learning Appendix Consent Agenda	I	None
VI.	Faculty Distance Education Endorsement (Canvas)	I	None
	INFORMATION/DISCUSSION		
VII.	DE Summit Debrief	I, D	The DE Summit ran smoothly. The student panel was very valuable. Ashley will distribute a survey to the 70-75 people who attended. Lunch from CRM catering was great. Presentations from presenters should be posted on the DE Summit website. The workshops on Proctorio and the XL Classroom did not have PowerPoints. One suggestion was the have coffee available in the afternoon. The raffle was good way to keep attendees after lunch. Lunch table discussions should have a table leader and a kick off topic/discussion. ESL should have been lumped with other language acquisition disciplines.
VIII.	"Web Enhanced" Designation in Banner	I, D	Lisa Hopper distributed data from PEPC which was confusing. Hybrid courses are considered non-DE if they have less than 50% of instruction online. The DE Committee felt that the web enhanced term should no longer be used since it is expected that all courses should have some online component, such as posting the syllabus. *Action item in April.
IX.	Open Educational Resources (OER) Conference report	I	None
X.	Distance Education Committee Webpage	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the webpages.
XI.	Distance Learning Appendix form on CurricUNET	I, AN	* K. Mendelsohn will create the DL Appendix in CurricUNET to eliminate the paper process.
XII.	Canvas Updates	I, D	Ashley Chelonis provided an update on the transition from D2L to Canvas via an email. The district is working on an all-inclusive resource webpage with answers to questions about the transition. D2L access will be completely shut off July 15, 2017. District IT will maintain records for compliance, but the records will not be easy to access. You are responsible for exporting what you

			want in advance of July. District IT is concerned about too many people trying to export at once, and might assign times for each campus to start exporting course data. It is relatively easy to export a D2L course setup, and there will be directions on the transition webpage. It is *not as easy* to pull course records, such as grades. The course export does not include student data. If you would like to maintain student data records from your classes for reference (without needing to seek the info from District IT), then you will need to do separate steps. The grades area does have an export feature to Excel spreadsheets. Other areas, such as assignments and discussions, will be tougher to pull documentation from, but if you require the data, there are time-consuming ways.
XIII.	Instructional Technology Advisory Committee (ITAC) Report	I	ITAC meets on March 3, 2017.
XIV.	New Business/Public Comment	I	None
XV.	Next Meeting	I	The next meeting will take place on April 6, 2017 at 2:00 pm in the LS Conference Room.
XVI.	Adjournment	AT	**A. Sandford adjourned the meeting at 2:47 pm.**