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| **Distance Education Coordination Council**  Trelisa Glazatov, Catherine Hendrickson, Rhiannon Lares, Kay Weiss, T.L. Brink | | **4/27/2015**  **Minutes**  **1:30-2:30 pm**  **District Annex Conference room** | |
| **TOPIC** | **DISCUSSION** | | **FURTHER ACTION** |
| Review and Approval of Minutes | Motion to approved by Kay Weiss with grammatical correction seconded by Catherine Hendrickson | |  |
| Crafton Hills reports | Catherine reported that Bryan Reece has emailed faculty regarding interest in having a device required course in the fall.  T.L. reported that new faculty and courses are being approved to be taught online, including Kinesology.  There has not been any updated information regarding the proposed DE coordinator information. | |  |
| Valley College Reports | Kay reported that for the summer session there 84 summer sections, 58 different classes from 24 departments. 48 faculty are teaching online sections this summer.  The online committee approved a DE coordinator position at a proposed 100% release time. The position is going through the process of identifying funding and final approval.  Annual online student satisfaction survey is currently underway. The college is also planning how to survey students who dropped online courses to identify ways to improve the support for DE courses and students.  Kay identified a concern that there may be confusion among students who register for classes as there is not a clear indicator of whether a class is online (i.e. showing ARR instead of ONLINE). One idea is to have an indicator that students click to ensure they understand they are registering for an online course and what is expected (i.e. a pop up window with technical expectations and a readiness link). | | Tre will follow up with IT to see what the process would be to explore improving online course indicators in webadvisor. |
| Distance Education Reports | Trelisa reported that the DE department will be working this summer to create just in time videos for supported instructional technology. The DE department will also be working toward launching workspaces at the annex and valley college for faculty and staff to access and gain skills in instructional technology.  DE department is working with IT to launch office 365 to faculty and staff after approved training is completed by individuals. The DE department will be identifying ways to reach departments during the summer and faculty this upcoming fall. | |  |
| Discussion Items |  | |  |
| Next Meeting | TBD Fall 2015 | |  |