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| **Distance Education Coordination Council**  Trelisa Glazatov, T. L Brink, Catherine Hendrickson, Jack Jackson, Rihannon Lares, Kay Weiss, Dean Pappas, Denise Allen | | **8/24/2015**  **Minutes**  **1:30-2:30 pm**  **District Annex Conference room** | |
| **TOPIC** | **DISCUSSION** | | **FURTHER ACTION** |
| Review and Approval of Minutes | Approved by Catherine Hendrickson, seconded by Kay Weiss | |  |
| Crafton Hills reports | The ETC has not meet yet. Denise Allen is the new DE Coordinator for the College at 0.5 FTE. The college is almost ready to vet the revised and updated DE plan for the college. College is looking to identify and document all hybrid and online colleges currently offered as well as all online faculty. College is looking to develop a mini grant application for up to 20 faculty who will complete @One certification and to create a Bb community shell for online faculty. Crafton will be hosting the Blackboard Regional meeting on Sept 9th. | |  |
| Valley College Reports | Jack reported Status for the fall, there are 255 DE (online and hybrid) section, encompassing 131 classes, 95 faculty, 37 departments, and all division. Jack estimates that the DE sections represent 18% of total sections and approx. 19% of seats.  Based on college data, the retention % for online students at VC are above state average. However, success for online students have been below the college’s set standard for 2 consecutive semesters. Based on college standards if the success standard is below for 3 consecutive semesters, the college will then need to take a more indepth look at indicators and additional support structures that may be needed. | |  |
| Distance Education Reports | Trelisa reported that this summer Blackboard was upgraded to October 2014 Service pack. The upgrade was relatively smooth but there were some feedback from faculty who did not like the timing of the update and asked for the timing of future upgrades to be discussed. It is included as a discussion item on today’s agenda.  The DE department trained over 200 staff on Office 365 and security measures of working in the cloud. The Office 365 training is required of all faculty and staff in order to get access to the full suite of applications and personal O365 licenses. The DE department will continue to offer training each semester to the campuses as well as develop a self paced online module.  DE will be meeting with the HR department as well as the college PD coordinators to discuss how the colleges and the district can collaborate to support development opportunitites for faculty and staff.  During the summer, the State Chancellor’s office gave more details related to the Canvas LMS that was adopted as part of the Online Education Initiative (OEI).  Tre also discuss some instances this summer where faculty and staff had their blackboard accounts compromised due to not changing their passwords. The DE will explore options with IT to implement a Single sign on protocol for Blackboard to better control accounts and security. | |  |
| Discussion Items  Canvas LMS (Denis, Tre, TL)  Student Support Services Options (Denise)  Online Readiness Module (Tre)  OEI, POCR (T.L., Tre )  State Authorization Update (Tre)  Feedback on BB upgrade (Tre)  Turitin Feedback ( Tre) | The State has adopted the Canvas LMS for the OEI project. As part of the adoption the State will be funding 100% of cost through the 2019 Fiscal year for colleges who choose to adopt Canvas. The colleges need to develop a process of gathering information and a decision from their respective stakeholders on whether or not the district should adopt Canvas. Demos for Canvas have already taken place and were recorded. The Blackboard demo will take place at CHC on Sept 9th and also be recorded. The district will not support multiple LMS, thus both colleges must be in agreement. The DE department will support the colleges by setting up demos and a website to house information related to the LMS systems. Trelisa and Rhiannon will also be available to the colleges to support any discussion around the technical and features of the LMS.  Denise discussed that OEI has made available some student prep tools and the CHC academic senate has voted to adopted the tools. Denise will be look at the tools to see how the college will implement the online readiness modules.  Trelisa also state that the module is a creative commons license and can be modified to fit the colleges’ need. The colleges need to discuss how it may want to modify. The DE department can help to modify the modules and assist with implementation of where the modules are housed (ie. Blackboard, Webadvisor).  There is also a Net Tutor system that will need to be agendize and discussed at DECC and the college committees to determine if the system should be adopted and if so, how it would be implemented.  T. L. is a Peer Online Course Reviewers for the OEI. He recommends that more faculty apply to become a POCR to approve courses for the OEI. He states the current emphasis is on alignments to rubrics and accessibility. Trelisa states Rhiannon is an accessibility reviewer for the OEI as well. Colleges will need to keep abreast on standards that the State is using for for approving online courses.  Trelisa shared some recent news regarding the State Authoriztion for Distance Education. Jack mentioned that we may be collecting data incorrecting according to the what’s listed in the shared article. We need to revisit the documentation on State Authorization to better understand how we need to run the reports.  Several faculty had concerns about the timing of when Blackboard gets updated. The summer upgrade was originally decided on as it has less impact on courses and faculty and gives system administrators enough time to test and manage the upgrade. The suggestion is to go to a time when no impact on courses and faculty which would be over the winter break timeframe. This may be a moot point if the colleges migrate to a different system. There is a need additional discussions on migrations or upgrade after the decision on the LMS is made.  The DE department will be looking to survey faculty on their perceptions and satisfaction with the Turnitin software during the fall semester. Our current contract for Turnitin ends June 2016. The DE department will share the survey with the committee beforehand and gather and feedback before deployment. | |  |
| Next Meeting | September 14, 2015 | |  |