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| **Distance Education Coordination Council**  T.L. Brink, Rhiannon Lares, Rania Hamdy, Denise Allen-Hoyt, Kay Weiss, Trelisa Glazatov | | **5/9/2016**  **Agenda**  **1:30-2:30 pm**  **District Annex Conference room** | |
| **TOPIC** | **DISCUSSION** | | **FURTHER ACTION** |
| Review and Approval of Minutes | Approved by Denise Allen-Hoyt, seconded by Rania Hamdy | |  |
| Crafton Hills reports | Denise report Crafton has a few new faculty members. Teleinterviews where done for those not in the area. There are faculty in the queue to be approved as Online Instructors.  Approval for sub-change | |  |
| Valley College Reports | Kay reports date not set for next meeting Online Committee meeting will be forwarded soon  293 Sections DE 38 different departments again 20% of sections are DE.  DE Coordinator approval is underway. They are trying to get approval for a stipend for Jack and the person chosen to be DE Coordinator for the Fall semester. The DE coordinator will be 80% reassign time. Letters of interest are in process.  Rania reports that she is getting a more questions about the conversion of Blackboard to Canvas. | |  |
| Distance Education Reports | Rhiannon reports Lynda.com has been adopted by the state. Starting in October 2016 we will get our faculty and staff to move to Professional Learning Network. Information will go out to the campuses soon.  Trelisa reports that with Lynda.com moving that will mean technical support will go straight through the PLN and we will not have admin right in the beginning.  Rhiannon reports We no longer have Turnitin and Safe Assign is turned. There is a quirk with Turnitin and course copy. The old Turnitin assignments are copied into new course and can be deleted, but Turnitin assignments are not deleted from grade center. Information on a quick fix will be emailed out.  Vericite will be offered by the state and we will need to vetted by both campuses in the future.  DE\PD Online and self paced module inside Blackboard. There will be on campus and webinar trainings this fall. Information as been given to Valley and will be given to Crafton. | |  |
| Discussion Items  Problems with cancelled online classes (and potential solutions) (TL Brink)  Joint SBVC/CHC offering (TL Brink)  Flex option scheduling for low enrollment courses (TL Brink)  Streamlined faculty approved  (TL Brink)  Canvas Migration (Rhiannon)  Statewide Products (Rhiannon)  CCCDECO (Rhiannon)  Committee Membership (Rhiannon)  Meeting Dates for Academic year (Rhiannon) | TL reports Online class are classes that have always been full. In summer there was weak enrollment in online classes. TL asked if this has been experienced at Valley. Denise interjected with reasons for this happening. The growth of sections was more than needed and it should not occur again. The need for separate Enrollment Management Committee which is on Crafton council agenda. This will help manage sections growth.  Kay has asked that we find better way to code courses to differentiate hybrid and fully online courses for data purposes.  TL reports He informally sends students to Valley and asks his counterpart to send students to Crafton. TL request if list online course can be listed jointly. This would be something that can be brought up with enrollment management.  TL reports there is are seems to be issues with the 3rd or 4th semester / capstone course enrollment. TL suggest a Mixed, flex class to keep from having to cancel these courses.  Kay made the suggestion for TL to talk with the VPI and ask about stacked classes.  Rania suggests getting the word out to students that these classes are available and a more affordable option than the 4 year.  TL ask if there is a way for us to get online faculty streamlined through the hiring process. Denise mentioned that they have a formal process in getting faculty approved.  Contracts not been finalized but will be going to September board. Implementation of Canvas should begin in Oct-Dec. Training may take place during the implementation time but we do not have final information. There will be training in Spring 2017, there may be pilots in Spring, but very few faculty. Pilots runs in Summer 2017 and move to Canvas in Fall 2017 if possible. As soon as we know information from the vendor we will give campuses a firm timeline.  Tre mentioned that we will need to update guidelines once we get information from the vendor.  Cranium, NetTutor, Vericite, Proctorio are softwares that the state is offering for a cost. We can get demos of software down the line. Kay had concerns on the proctoring services and asked about offering online students the option to take test on campus rather than using proctoring software.  Tre mentioned anything that we implement districtwide needs to approved by both campuses. If we need to add software that the software can be stand alone. It will take time for anything to be implemented into the LMS.  Kay reported that Valley had a membership. It was agreed that Crafton and District would purchase their own membership and would see if we could purchase as a district next year.  Membership from Crafton consists of Denise, TL and they will be looking for a manager. Valley will consists of Rania, Kay, and Jack and DE coordinator once hired.  Rhiannon asked if virtual meetings are something that is of interest to the committee. All in attendance preferred that we keep meetings face to face. | |  |
| Next Meeting | September 12, 2016 | |  |