

## Draft Distance Education Committee Minutes

Wednesday, February 17, 2015 Location Ara's office CE building

**Attendees:** Eric Ichon- Administrative Co-Chair, Linda Alexander-Faculty Co-Chair, members Kenneth Taira, Nancy Sander, Arnita Porter, Esther Gelsi, Nancy Brambila, Alice Taylor

**Absent Members:** none

**Old Business:** Minutes from Wednesday, December 9, 2015 Meeting approved

### New Business:

- **CANVAS**
  - Moving forward with CANVAS.
  - CANVAS demonstration
    - HLRC 4E on March 2, 2016 from 1:30pm – 3:00pm
    - Distance Education Instructor resources OEI/CANVAS
      - Preliminary resources are available on the DE website under Instructor Resources.
- **Online Handbook**
  - Printed copy will be given to online instructors/all faculty
  - Alice Taylor will make modify/update the Online Handbook and send to Eric Ichon.
- Accreditation
  - Mr. Eric Ichon will open up all online courses for the accreditation team.
- **Update online Education Initiative (OEI)- A. Porter**
  - **Web Site:** The new OEI website has been launched. The newly constructed, user friendly, site provides students with access to information about CVC Distance Education Catalog, a virtual campus with catalog info, ADT courses, transferring to CSU and other resources. Students can find information about careers pathways, financial aid...they can apply to college, find online courses, plan their degrees, and create a resume/eportfolio. It also offers professional development resources for faculty, "just in time" modules to help faculty better assist underprepared students, accessibility support, open educational resources, and more. It also offers news relating to student success, upcoming events, along with links to the OEI updates from Pat James, Director. <http://ccconlineed.org/>
  - **Canvas:** OEI has been working with the 16 pilot colleges for the last 3 months. All 16 of colleges are currently live with students in Canvas. In addition, 54 colleges are in various stages of adopting Canvas campus-wide, which is almost double the original projections
- **New Resources:**

- **Proctorio:** An OEI work group selected Proctorio for our system. The online proctoring tool provides faculty and students with a non-intimidating, simple workflow for capturing student identity and monitoring behavior during online tests. OEI is working to create a network that connects our on-ground proctoring centers at local colleges with online learners who need to take tests at physical locations. Pilot colleges will have access to Proctoria free of charge within Canvas.
  - OEI is creating a counseling network, through Cranium Café, to share best practices for advising online learners at their home colleges and across the state. Counselors will receive training and assistance. [Online Counseling Network](#).
  - @ONE is creating networking opportunities for faculty to share best online teaching practices in their disciplines across colleges, providing Train-the-Trainers online education opportunities for faculty and staff across the state, and reviewing courses for entrance in the course exchange program that will launch in Fall 2017.
  - **Resource Website:** To help colleges make the move to Canvas, a resource website has been developed to assist colleges with the process. <http://tinyurl.com/OEIresource>
- **Meeting reminder**
    - **Please pay attention to meeting location due to PCR no longer being available.**
      - March 9, 2016 location GC 210K
      - April 13, 2016 location TBA
      - May 18, 2016 location TBA