I. Call to order

II. Approval of agenda

III. Approval of notes to DE Comm Nov. 20 meeting

IV. Announcements & information
   A. Academic Senate update (Kea)
   B. Update on Proctorio (Clay/Gamba)
   C. Update on Quest/SmarterMeasure (Kea/Byers/Gamba)
   D. Canvas update (Gault)
   E. DE Task Force update (Gamba)
   F. Curriculum Comm update (Clay)

V. DE projects
   A. Fall 2018/Spring 2019 workshops
      1. Debrief on workshops: Nov. 30 (Fri.), 9 am – noon: Accessibility in Canvas, and Dec. 3 (Mon.), 2:05 – 3:05: Uploading video + 15 tips for online teaching, hosted by Diane Rudy and Megan McNamara
      2. Upcoming workshops in Dec. 2018 and Spring 2019 (Clay)
         • Dec. 5 (Wed.), 2:15 – 3:45: Accessible Word and Google Docs and Export as PDF, hosted by @ONE
         • Dec. 7 (Fri.), 9 am – noon: Advanced Canvas Tools
      3. OEI Rubric workshops in Spring 2019 (Arnold/Clay/Kea)
   B. WVC Policy on Regular and Substantive Interaction: Review and discussion of second draft
   C. DE webpage/handbook project
      1. Preview of updated DE webpages (Clay)
      2. Student Online Readiness Survey (Sandoval/Kea): review of second draft of response blurbs
   D. Discussion of “Are You Canvas Ready for Next Semester?” tool for faculty
   E. DE Newsletter
      2. Spring 2019 issues: possible ideas include what makes a good discussion forum; ensuring student attendance & active participation; OEI Course Design Rubric; cheating
• Jan. 2019: No Jan. issue to be prepared.
• Feb. 2019: Introduction to the OEI Course Design Rubric (lead: Kea/Clay)
• March 2019
• April 2019
• May 2019
F. Update on policy document “Definition of Online, Hybrid and Face-to-face Courses” which includes use of Canvas for all online/hybrid courses
G. Other

VI. Future agenda items
A. ADA/accessibility issues re: publisher materials
B. FERPA & the People tab in Canvas class navigation bar
C. Board Policy & Administrative Procedures on Distance Education: BP 4105 (non-existent) and AP 4105 (“in progress”)

VII. Adjourn