

Distance Education Committee

Agenda

Tuesday, Dec. 4, 2018

Time: 2:15 – 3:45

Location: Fox 101

- 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 wkshps 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
 1. Dec. 2018 issue: “Visual Engagement for Student Attention and Retention (lead: Rudy/Kea)
 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