Distance Education Committee Minutes
February 2, 1016
Room 1767
1:00-2:00 PM

Minutes

Present: Cathy Gillis, Linda Napholz, Christine Palella, Diane White

1:0 Announcements
   A. Online course design rubric shell from the Chancellor’s Office has been posted on the DEC webpage.

2.0 Discussion Items
   A. Distance Education Committee membership.
      a. Amanda Badgett, Academic Senate President, was notified of an immediate need for a DEC faculty replacement.
      b. Bagett will be notified of a need to increase DEC membership to support the Canvas transition, review shells, and offer Canvas related workshops. Representation from all divisions was recommended.
   B. CCC Canvas two year contract for service registration form was submitted online 2.1.16 by Diana White.
   C. Proposed Canvas training.
      a. Three-week online training modules.
      b. Ten seats available for the online training.
      c. Diane White requested Christina Rivera and Glenna Aguada work on obtaining funding for the training modules (Cost = $6200).
      d. Training timeline
         i. February 2016: Identify seven volunteers that are representative of the various Divisions.
            1. Include the three current DEC members in the training.
         ii. Add the seven trained volunteers to DEC.
         iii. April 2016. Trained faculty would assist with:
            1. Online shell assessments.
            2. Canvas workshops post training.
         iv. Request Rebecca Scott set up a “sandbox session” for canvas drop-in’s.
   D. Implementation of Canvas
      a. Spring 2016, training begins and DE Technician Hired.
b. February - March 2016, Canvas training for 10 faculty  
c. April 2016 – campus workshops for faculty provided by Canvas trained faculty.  
d. Summer 2016, early adopters use Canvas with a 25% benchmark.  
e. Fall 2016, middle adopters with a 75% benchmark.  
f. Spring 2017, everyone is using Canvas.  
g. June 2017, Blackboard is retired.

3.0 Other  
E. Link to online education (previously under “hot topics”) has been removed.  
   a. Many faculty have designed their online orientations directing students to that link.  
   b. Recommend reinstatement of the online education link.  
   c. Recommend a more compelling display of online offerings.

Recorder,  
Linda Napholz