Distance Education Meeting Minutes  
Monday, March 27, 2017  
1:02-2:04  
1767 (upstairs library)

Present: Maria Villagomez, Cathy Gillis, Christy Palella, Linda Napholz, Tia Madison, Jessica Amato (via conference call)

1. **Announcements/updates: n/a**

2. **Discussion/action items:**
   a. Approve minutes
      i. Motion: Linda Napholz,
      ii. 2nd: Jessica Amato
      iii. Passed: Unanimous
   b. Termination of blackboard, summer, fall trainings, access to canvas
      • 6/30/17 is the drop deadline for blackboard. Beginning summer 2017 all online and hybrid courses will be on canvas.
      • Moving forward we need to determine all who are still using blackboard this semester (spring 2017) and offer them training for canvas.
      • Request instruction council involvement. Ask Deans and Division Chairs to ensure that their faculty is ready to teach online and hybrid courses scheduled (summer fall 2017).
      • Recommendation: DOI can generate a checklist (or letter) to Deans and Division Chairs with a reminder of the training needs and/or verification of those who have received canvas training. There was discussion around whose responsibility it is to ensure that faculty are trained to teach DE courses prior to teaching a DE class. DE Trainer will compare list of faculty teaching online in summer against list of faculty who has been trained in Canvas at NVC to identify folks who can be invited to Canvas training in April.
      c. DOI reported that communication was provided to the IC about refraining from scheduling faculty who have not been trained in canvas but will remind them in April IC meeting.
   
   • Standards/process for Verification for canvas training must be included in the DE master plan.
   • DE committee needs a list of who is teaching summer online/hybrid courses. Maria will send list to Cathy.
      o Schedule Canvas trainings for summer & fall online/hybrid courses.
         • Suggested date: April 21, 2017 from 10:30 to 12:00.
         • This training will include a general information for those who have not gone through prior canvas training.
• Invite and highly encourage Deans and Division Chairs to attend.
• *Note- send a reminder, to all faculty who are currently using Blackboard, that Blackboard access ends on 6/13.
• Suggested date for summer training will be discussed in our next meeting.
• Request for IT to provide a date for full access to canvas for all faculty and staff.
  o Faculty, as well as other department reps., want to know if and when they will receive access to canvas (even if they are not teaching an online/hybrid course).
  o IT has reported that all faculty and staff will have access [eventually].
    ▪ Recommendation: faculty teaching online/hybrid should have priority. This will allow IT to focus on areas of concern and troubleshooting.
• Questions for IT:
  o When will the course shell for summer be released?
  o When will the course shell for fall be released?
  o Who is teaching summer online/hybrid courses?
  c. DE and curriculum-tabled
  d. Course review plan-tabled
  e. DE master plan- tabled

➢ Next meeting (April 24, 2017): The committee should review the DE Masterplan in google docs

3. Future topics:
   a. Student readiness
   b. Specific recommendations from accreditation report
   c. Fraud prevention
   d. Evaluation rubric for online courses
   e. Peer review forms for online courses vs f2f
   f. Improving student evaluation responses

Cc: Maria Villagomez, Cathy Gillis, Christy Palella, Linda Napholz, Tia Madison, Jessica Amato