

Distance Education Committee Minutes

Date and time: Sept. 15, 2015 3:30 PM

Location: B-106

Members Present: (VP) Duncan Graham, (Dean) Sean Abel, Mary Conroy, Celia Cruz, Charles Heimler, Heidi Kozlowski, Padma Manian, Sydney Sukuta

Agenda:

1. Approval of Minutes during last meeting
2. Election of DE Chair (Dorothy stepping down from position)
Heidi Kozlowski elected DE Chair
3. Set meeting dates and times
Second and fourth Monday of the month 3:30-5 PM
4. Status of EVC in regards to Canvas and distance learning
Kozlowski reports that the EVC Academic Senate approved Canvas and OIE at the 5/5/2015 meeting
5. Review DE Committee activities of last year (some listed below)
 - Acad Senate approved Board Policy Statement recommendation (11/18/14)
 - Acad Senate approved DE Committee charge recommendation (11/18/14)
 - Status: posted in school website
 - Academic Senate approved SJCC Regular Effective Contact Policy and Procedures recommendation (12/16/14)
 - Status: published in website
 - > Committee approved Teacher Training Requirements for Distance Education, Senate Approved 5/5/2015

6. Review and revise this year's goals:

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A. Evaluate Canvas (Goal: recommendation to Academic Senate by October 12, 2015)

Discussed Pros and Cons of Canvas:

PRO: Net Tutor access, required for participation in Online Education Initiative (OEI), good APP, 24-hour phone support, free for 4 years

CONS: What will it cost after the 4 years? Possible trouble for migration, not enough time or training for summer change from Moodle to Canvas, need more input from campus stakeholders (students) and current online instructors.

Action item: Kozlowski as asked to follow up by writing a specific email to all online instructors alerting them to a possible change of CMS (Moodle to Canvas) and inviting them to evaluate Canvas and to reach out to the Associated Student Government.

Currently, approx. 50 faculty, 1 administrator, and DSP is evaluating Canvas at SJCC.

□□□B. **Evaluate OEI (ongoing)**

□□□C. **Develop Distance Education Plan** (completion by Spring Semester 2015)

Kozlowski will be the primary writer, with input from DE Committee

The plan will include standards, ADA, student readiness, evaluation, a curriculum plan to DE course offerings, OEI, Course Management System, faculty training and professional development, regular and effective contact hours, distance education leadership and staffing, student resources, financial allocations, authenticity, and so on. Our committee will begin having working meetings on select DE Plan areas after Canvas decision has been made.

□□□D. **Clarify Distance Education leadership and responsibilities (ongoing)**

Celia Cruz reported that staff development will give 65.00 scholarships for @One training Canvas to interested faculty (the total cost of the training).

The meeting was adjourned at 4:45 PM.