

**Ventura College**  
**Distance Education Advisory Meeting Agenda**  
**Thursday, April 8, 2018**  
**3:30 pm – 4:30 pm, LRC 136**

Meets on the second Thursday of each month, in LRC 136 Training Studio.

ISLO-1: The Service will support or facilitate a positive learning or service environment for students.

PURPOSE: The Distance Education Committee exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the committee is to focus on the delivery of distance education and its environment, be it web enhanced on ground courses, hybrid courses or fully on line courses. Taking a proactive leadership role on educational, technological and professional development issues surrounding distance education.

OUR GOAL: Our greatest wish is to provide services and quality education in the distance education format that will enhance students' opportunities to be successful in their educational pursuits. We have established a goal to improve student success in distance education classes to equal that of face to face classes.

1. DDEAC – District Distance Education Advisory Committee
  - Next DE Summit at Ventura College
  - Coordinating Membership – Need Faculty Representation (3 slots)
  - Next Meeting – May 2<sup>nd</sup>
2. Professional Development Trainings
  - Current OTTCC – Next session starts June 1<sup>st</sup>
  - OTC Conference – June 18-20
  - Training of Deans for Online Evaluation (needs to be created)
    - Structure
    - Form – see handout
  - VC DE Student Orientation Ready (ready now / summer tracking from OEI)
  - April 26<sup>th</sup> Flex Day Schedule
3. Pirate Days DE Table
  - Recruit 1 or 2 faculty
  - Brochures, handouts, Canvas swag, candy, etc.
4. OEI Announcements
5. Cranium Café Configuration Meeting
6. Announcement for Waitlisted Students – clarifying student responsibilities
  - **All waitlisted students – 18, 14, & 8 weeks**
    - Notice of:
      - Last date to use ADD code
      - Lock out if code not used
    - Paying for courses within 24 hours
    - Link with step by step directions on ADD procedure
  - **All faculty**
    - Notice of:
      - Last ADD date
      - Census
    - Notification to students on ADD policy
      - On syllabus
      - Canvas