

**VC DE Advisory Group Agenda**  
**February 13, 2020, 3-4:30 pm, LRC 136**

**Committee Members**

Constituency	Representative	Constituency	Representative	Constituency	Representative
Faculty Co-Chair	Preston Pipal	Faculty	Linda Kennedy	Faculty	Araceli Trujillo
Administrative Co-Chair	Dan Kumpf	Faculty	Ara Khanjian	Faculty	Nick Norris
Faculty	Chloe Branciforte	Faculty	Corinna McKoy	Faculty	Daniela Graves
Faculty	Erin Brocker	Faculty	Hugh O'Neill	Classified	Accessibility Specialist Open
Faculty	Colleen Coffey	Faculty	Meg Phelps	Classified	Matthew Moore
Faculty	Brandon D'Amico	Faculty	Asher Sund	Classified	Sharon Oxford
Faculty	Rubisela Gamboa	Faculty	Ray Tracy	Classified	Ali Olson-Pacheco

Agenda Item	Discussion Notes	Action?
1. Welcome and Introductions		
2. Approval of Minutes (December Meeting)		
3. 2019-2020 Goals <ul style="list-style-type: none"> <li>• Status Update</li> <li>• <a href="#">Table of Contents</a> - DE Faculty Handbook (Take home activity)</li> <li>• Green Syllabus / First Week Initiative (Badge)</li> </ul>		
4. New Tools / Integrations / Updates <ul style="list-style-type: none"> <li>• Proctorio - End July 1, 2020 <ul style="list-style-type: none"> <li>○ Online Proctoring Need Discussion</li> <li>○ Reviewing other tools</li> </ul> </li> <li>• NameCoach &amp; Smarter Measure – End July 1</li> <li>• NEW Canvas Features – <a href="#">New Rich Content Editor</a> (Feature Option in Courses), Personal Pronoun</li> </ul>		

<p>Settings (<a href="#">Instructor</a>, <a href="#">Student</a>), <a href="#">Direct Content Sharing</a>.  <i>All available now!</i></p> <ul style="list-style-type: none"> <li>• Do we want to ask IT to install on ALL VC computers?</li> <li>• <a href="#">Canvas Studio</a> – (Pilot SP 2020)</li> </ul>		
<p>5. Training News and Services</p> <ul style="list-style-type: none"> <li>• DE Summit – Thurs, March 19 8am-noon <ul style="list-style-type: none"> <li>○ <a href="#">Call for Proposals</a> – by Feb. 19</li> <li>○ <a href="#">Register</a></li> </ul> </li> <li>• Flex March 20, any DE trainings?</li> <li>• Online Teaching Conference Pasadena, June 17-19 (7 faculty slots)</li> </ul>		
<p>6. CVC-OEI Update</p> <ul style="list-style-type: none"> <li>• Local POCR – Academic Senate to approve ITDs as reviewers?</li> <li>• New Memorandum of Understanding (MOU) to sign with more stipulations (Local POCR, 20% OEI Aligned, ADA Compliance,</li> <li>• (Re)Establish College Consortium Team (admin, faculty, staff)</li> </ul>		
<p>7. Org Updates (DDEAC, ITAC, Academic Senate)</p> <ul style="list-style-type: none"> <li>• CCC Academic Senate: Correspondence Courses</li> <li>• Schedule description of online classes</li> <li>• VC Academic Senate:</li> <li>• DDEAC: Recertification Workgroup</li> <li>• ITAC: Feb 7 Meeting recap video, next meeting online March 6</li> </ul>		
<p>8. Committee Presentations (Best Practices / New Tools)</p> <ul style="list-style-type: none"> <li>• Looking for presenters, ideas</li> </ul>		
<p>9. Other Business</p>		

**Purpose:** The mission of the workgroup is to focus on the delivery of distance education and student support services for online courses, partially online courses, and on ground courses. The workgroup will take a proactive role in educational, technological, and professional development issues pertaining to distance education.

**Vision:** We will provide quality distance education services that enhance students' opportunities to be successful in their educational pursuits.

**2019-2020 Goals:**

- Establish a Program Review Process for DE
- Increase Accessibility in Online Courses, Partially Online, and On Ground Courses
- Establish a Local Peer Online Course Review (POCR) Process
- Increase the number of OEI Approved Courses
- Revise the Distance Education Handbook