

**VC DE Advisory Group Agenda  
November 14, 2019, 3-4:30 pm, LRC 136**

**Committee Members**

Constituency	Representative	Constituency	Representative	Constituency	Representative
Faculty Co-Chair	Dan Clark	Faculty	Linda Kennedy	Faculty	Araceli Trujillo
Administrative Co-Chair	Dan Kumpf	Faculty	Ara Khanjian	Classified	John Elmer
Faculty	Chloe Branciforte	Faculty	Corinna McKoy	Classified	Matthew Moore
Faculty	Erin Brocker	Faculty	Hugh O'Neill	Classified	Ali Olson-Pacheco
Faculty	Colleen Coffey	Faculty	Meg Phelps	Classified	Sharon Oxford
Faculty	Brandon D'Amico	Faculty	Asher Sund		
Faculty	Rubisela Gamboa	Faculty	Ray Tracy		

Agenda Item	Discussion Notes	Action?
1. Welcome and Introductions		
2. Approval of Minutes (October Meeting)		
3. 2019 Goals <ul style="list-style-type: none"> <li>• Status Update</li> <li>• Update DE Handbook – Workgroup <ul style="list-style-type: none"> <li>○ Agree on Table of Contents</li> </ul> </li> </ul>		
4. New Tools / Integrations <ul style="list-style-type: none"> <li>• New Canvas Features – <ul style="list-style-type: none"> <li>○ ProHelp (Available Now)</li> <li>○ Course Link Visibility (Available Now)</li> <li>○ <a href="#">New Analytics</a> (Available Now: Feature Option)</li> <li>○ <a href="#">Immersive Reader</a> (Nov. 16: Feature Option, Pages Only)</li> <li>○ <a href="#">New Rich Content Editor</a> (Available soon: Feature Option)</li> <li>○ <a href="#">Folio</a> – (Available soon: "Portfolium light")</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>○ <a href="#">New Gradebook</a> (Available now: Feature Option- Replacing legacy Gradebook SP 2020)</li> <li>● <a href="#">Respondus 4.0</a> – Download to any desktop, credentials in Portal</li> <li>● <a href="#">Canvas Studio</a> Pilot – (Dec. 2019 – May 2020- Sign up!)</li> </ul>		
<p>5. Training News and Services</p> <ul style="list-style-type: none"> <li>● Recertification/Refresh – District Workgroup, members needed</li> <li>● Spring Flex Offerings on Jan 3</li> <li>● Late Hires?</li> </ul>		
<p>6. CVC-OEI Update</p> <ul style="list-style-type: none"> <li>● Diverting grant funds to set up local Peer Online Course Review</li> </ul>		
<p>7. District Updates (DDEAC and/or ITAC)</p> <ul style="list-style-type: none"> <li>● Report Out</li> <li>● Starfish / Canvas Integration Update</li> <li>● ITAC – Dec. 6 – VC Hosting (Demos of Respondus, Interactive Whiteboard, Camtasia, ZipGrade)</li> </ul>		
<p>8. Committee Presentations (Best Practices / New Tools)</p> <ul style="list-style-type: none"> <li>● Volunteers? Ideas?</li> </ul>		
<p>9. Other Business</p> <ul style="list-style-type: none"> <li>● Next Meeting: Dec. 12 (during finals)?</li> </ul>		

**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 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