**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, January 14, 2016**

**3:30 pm – 4:30 pm**

**LRC 136**

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

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, and to take 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.

**Goal #1** DE Faculty Mentors will review at least 25 courses in the 15/16 academic year.
**Goal #2** All GE courses will be prepared to be offered in either hybrid or fully online by May 2016. (This means that courses will have at least been revised/updated in Curricunet for future scheduling)
**Goal #3** 50% of faculty teaching hybrid and/or online fall 2015 will respond to the Self-Assessment by December 1st 2015.

**Welcome**

**Announcements/Updates**

* Spring 2016 DE Courses/Enrollment Numbers – Matt & Sharon
* Curricunet DE Representatives - Andrea
* DE Summit February 19, commitment from DE Committee members to attend?

 (see handout) - Gwen

* Next 3 college meeting February 19, 4 pm – 5 pm at Fire Academy
* March 1st Flex Day – DE Instructors—course importing
* How Self Assigned Flex Days went for DE - Matt & Sharon

**Old Business**

* Regular Effective Contact—discussion/resolution - Andrea
* Designing and Training for Deans: How to Hire and Evaluate Effective Online Teachers – Gwen
* DE Peer Mentoring (See Gwen’s email from December) - Gwen

**New Business**

* Department Chair DE Announcements - Andrea
* Net tutor Widget – Matt & Sharon
* Class Notes, Classroom Assignments, Finals Dates - Coordinate Best Practices – Gwen, Andrea
* Testing Fully Online or Face to Face – ProctorU coming your way – Gwen
* Canvas Training Demo – Matt & Sharon

**Meeting Dates:**

* February 11
* March 10
* April 14
* May 12