**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, December 3, 2015**

**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.

**Agenda**

Welcome

Announcements/Information Items

1.     Senate approval of adoption of Canvas on November 7 - Andrea

New Business

2.    Creation of online office hours for best practices - Andrea

3.    Canvas training – workgroup – Matt, Sharon, Andrea

4.    Meeting between 3 DE Deans – proposed summit 1/29/16/ planning – Gwen

5. Common language for all 3 colleges - Gwen

6. New opportunities to expand our OEI offerings - Gwen

7. Dean’s visit with chancellor cabinet - Gwen

8. NetTutor/OEI Proposal (vs. Smarthinking renewal) – Rebecca

Meeting Dates:

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