**Ventura College DE Meeting**

**Meeting Minutes 2016-2017 Academic Year**

**Thursday, October 13, 2016 LRC 136 Studio**

**Present:** Matthew Moore, Michael Ward, Ray Tracy, Ara Khanjian, Gwendolyn Lewis Huddleston, Andrea Horigan, Cloe Branciforte, Sharon Oxford, Niki Milani, Corinna McKoy

**Absent:**

**Guests:**

**Recorder:**  Sandy Mason

**Convened:** 3:30 pm

**Minutes:**

| **Agenda Item** | **Summary of Discussion** | **Action due by whom** |
| --- | --- | --- |
| 1. **Call to Order** | Gwendolyn called the meeting to order at 3:35 pm |  |
| 1. **Public Comments** | None |  |
| 1. **Approval of Minutes** | Minutes were approved Andrea and Niki at 4 pm |  |
| 1. **Announcement/**   **Information Items** | * 1. Have students workers go over all online syllabi to check for compliance   2. [Gwen](http://www.accjc.org/wp-content/uploads/2015/07/Accreditation_Reference_Handbook_July_2015.pdf) is asking for more upper level help for DE as an assistant Dean or Supervisor or Director. Program Review-Gwen spending at least 25 hours a week.   a. Organize a team to bring to Senate  b. Bring up at her division meeting  c. Almost all web enhancing – growing, 183 head count (division in itself)  d. Equity-lead over the district  e. Job list, organize a team that could bring to president, vp, Niki agreed to do background, Michael and Andrea would present to Senate  2 students a week needed, software   * 1. Accreditation team very impressed with website - kudos to Matt and Sharon | Sandy  Niki  Cloe  Niki, Michael, Andrea |
| 1. **Discussion Items**    1. **Canvas Training** | Still room for 4 week online training October 24th.  District wide 119 finished - 71 VC, 29 almost finished.  Web enhanced list of who hasn’t done it that needs to before spring. Web enhanced training only-posted on DE website.  Feedback from faculty using canvas-wait till end of semester. Like an evaluation, Matt will get rough draft using Gwen’s template and send to committee. What can you do in D2L/not in canvas.  Canvas community/online community to post changes to canvas and get people to vote on. 100 votes required to look into the idea. | Matt/Sharon |
| 2. **Update OEI**  **Canvas only starting**  **July 1, 2017**  **Update on Hire** | Open up and trying to launch on the 30th. Pilot down to three students - pull out if there is a problem. Hand pick students.  Flyer DE District wide Friday Feb 24th - Oxnard College hosting-Save the date-Student working on this.  $185,000 saved by not renewing D2l on July 1st, 2017. Brainstorm how professional development can use those funds-software and professional development with costs for spending the money. Want these funds to go to DE. Need a plan, all three colleges.  5,000 per college Videos and directions on a slew of things. Before it gets spent.  November 29th district wide meeting at fire academy.  Ipad air 2 for DE. If you are teaching online and worked with Sharon/Matt on how it works. Can check them out if you are creating a video, one per month and you share it.3-5 minutes is best. DE faculty only.  Looks like we will be moving forward with another hiring. |  |
| **F. Adjournment** | Gwendolyn adjourned meeting at 5:10 pm |  |
| **Next Meeting Date:** | Thursday, November 10th at LRC 136 |  |