**Ventura College DE Meeting**

**Meeting Minutes 2016-2017 Academic Year**

**Thursday, November 10, 2016 LRC 136 Studio**

**Present:** Andrea Horigan, Karen Englesen, Niki Milani, Matt Moore, Chloe Branciforte, Michael Ward, Sharon Oxford, Stephanie Branca, Gwen Huddleston, Erin Askar

**Absent:** Ara Khanjian, Robert Porter, John Elmer, Corinna McKoy

**Guests:** N/A

**Recorder:**  Erin Askar

**Convened:** 3:30 pm

**Minutes:**

| **Agenda Item** | **Summary of Discussion** | **Action due by whom** |
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| 1. **Call to Order**
 | Andrea Horigan called the meeting to order at 3:30 pm |  |
| 1. **Public Comments**
 | None |  |
| 1. **Approval of Minutes**
 | Minutes were approved by consensus |  |
| 1. **Announcement/**

**Information Items** | 1. Review of stats for D2L and Canvas, including list of those who have been trained. More training upcoming
2. Gwen is asking for more upper level help for DE as an assistant Dean or Supervisor or Director
3. Organize a team to bring to the Senate
4. Job list, organize a team that can be brought to President, Vice President – Niki agreed to do background, Michael and Andrea would present to Senate
5. MC – Holding training November 18 through break
6. Creating evaluation template. Use at the semester
7. Staff with iPads – Andrea Horigan, Niki Milani, Ara Khanjian and Robert Porter
8. Spring DE data – Phillip Briggs sent email/report
* Gap between DE retention and face-to-face
* VC higher success rate than other campuses
* Should be comparing DE to DE, not face to face and also by instructor
* Summers very big for DE
 | MattNikiChloeMattSharonGwen |
| 1. **Discussion Items**
2. **OEI Update**

1. **DW DE Update**
2. **DE Summit**
3. **ALAS Fellowship Program**
4. **ITAC**
5. **DE Hire Update**
 | Email distributed to key people via Gwen; at cusp of launching after 2+ years. Implementation team meets every Tuesday – 5 person team. VC is the model. Mike Rose fixing issues, scheduled to launch December 3. Matt and Sharon on standby to help with implementation. As part of pilot, students can be moved as needed if something isn’t working without incurring a gap in classes. Ready to set up admissions with a small group of students. Counselor and data technician hired. Group that meets regularly to unify DE efforts across all 3 campuses. Integral in Canvas training, getting all schools on same page, simplifying things for students. Rick Post at board meeting 11/9. VC DE was discussed as leader in DE.All presidents invited to DW DE meeting and Rick Post to create understanding of DE and get more involvement.Rick Post will be discussing dual and concurrent DE enrollment for high school students. To be discussed at DW DE meeting. Goal from State Chancellor’s office that high school students will graduate from HS with Associate’s degree and DE would be an important part of that. College courses for 16-18 year olds only. High school students have first preference and counselors are trained to recruit students. Minimum 35 students.Oxnard campus event. Sharon and Andrea creating proposal to apply. Send save the date before faculty leave for Thanksgiving. All attendees must sign up and RSVP. Use ALAS as model for breakout sessions, for GIFTS, networking, etc.Professional development for faculty of VCCCD, CSUCI and SBCC. Goal is to raise transfer rates from 2 year to 4 year institutions.Training staff with HIP (High Impact Practices) with Phil Clinton leading. Faculty from five different campuses working on a unified project geared toward student needs. VC ALAS Fellows program – professional development online. Funding for participation at conferences/summits - $1000 stipend can be used for items. CSUCI has funding for travel for groups of faculty – who will help promote? Dr. Ward and Andrea agree to promote. More opportunities to be announced in Spring. Hope every department participates, face-to-face or DE faculty. Faculty academy meeting in spring – Gwen to present. 3 years of funding total, little spent in years 1 and 2 so a lot left for year 3.MC decision to accept training from outside of the district.July 1 cut-off for D2L. Dave Fuhrmann coming to senate meeting to explain process. Wanted to launch Canvas at beginning of summer. Four week summer D2L allowed, but not 6 week D2L. Faculty to take initiative to get trained – won’t be able to teach if they are not trained. Senate to push message that D2L is ending? Flex activity in January?Canvas ‘Lite’ does not exist, but MC and OC want one. Assemble step-by-step guide? ‘Making It Lite’ for Dummies? Members of OEI group sharing what they want changed in Canvas. Canvas willing to make changes so it is more complete for all colleges. Sharon sent voting email regarding changes to Canvas.PT hiring in department. A lot of interest in DE only for PT positions. New faculty must be trained/for through training. HR willing to hire from a distance. Cannot meet DE instructor demand hiring locally only. Business a perfect major to do completely online.Promotion for DE supported by Dr. Luskin/Board. Create ads and put out ready to hire whenever current Deans think it is necessary to offer more courses. There is pressure to grow DE at a faster rate. Not enough faculty to teach current classes.Failed search for Instructional Designer, starting over. Not attracting great talent. How we promote position needs to be changed. Give candidate a Canvas shell and they create a portfolio (within 3 weeks) with outline provided by Gwen? Expand list to candidates from high school and middle schools, too. | GwenAndreaGwenSharonAndreaGwenCommitteeSharonAndreaGwenDeans |
| 1. **Adjournment**
 | Meeting adjourned by Dr. Ward at 4:40 pm |  |
| **Next Meeting Date:**  | December 8 |  |