**Ventura College DE Advisory Group**

**Meeting Minutes 2016-2017 Academic Year**

**Thursday September 8, LRC Studio 136**

**Present:** Andrea Horigan, Chloe Branciforte, John Elmer, Ara Khanjian, Ray Tracy, Matt Moore, Sharon Oxford, Sandy Mason

**Absent:** Gwendolyn Huddleston, Molly Conway, Gigi Fiumerodo, Michael Ward, Corinna McKoy, Stephanie Branca, Niki Milani,

**Guests:** N/A

**Recorder:**  Sandy Mason

| **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 p.m. |  |
| 1. **Public Comments** | * 1. ISUO needs to be on all agendas DE committee maps to, Service will support or facilitate a positive learning or service environment for students. Still need samples of syllabi to post.   2. New member Chloe Branciforte from Geo Sciences introduced   3. Recruitment needed from the English Department, Sciences, Math., |  |
| 1. **Approval of Minutes** | Minutes were approved via consensus |  |
| **Item 1. Special Visit** | * 1. Meeting on Mon. the 12th V.C. Teaching all campus meeting Tuesday September 13th –How to teach w/ canvas   Representatives here all day/ limited to advance users 20 at most. All on DE advisory are welcome to attend.  100 trained on canvas district wide 60 of which are Ventura College  If teaching in canvas need to attend training in Sept and Oct for Spring 2017/if teaching in Summer should be trained in Canvas  D2L cutting off in Spring 2017 renew is in June/Dave does not want to do that. Won’t be available in Summer 2017 | Matt and Sharon will be the hosts. |
| Item 2 New standards for online syllabi | Folks checking on Syllabus go through faculty online syllabi to check for required information.  Students don’t participant in 2 weekly modules can be dropped | Ongoing |
| 1. **Canvas Training** | September 19th and October 24th | Matt and Sharon |
| 1. **New hire** | 70% new applied science building – putting courses online/30% help Matt and Sharon | Not finalized |
| 1. **Program Review** | Marketing financial support to be included:  1.OEI software for Ventura College accessibility problems in OEI classes-laptops risks are great. New laptops for training in the studio needed. Maybe refurbished one may be able to loan out to students.  2. Extra hours- Funds for additional training hours/ Saturdays  3. Funding for extra tools or apps that instructors want to try out.  4.Software for sciences, creative learning and teaching applications  5. Marketing  6. Increase participation in student online participation Canvas may help. Class is not being evaluated in Canvas this semester. Goal is 15% participation in online surveys. The hope is canvas will help with this problem as soon as it is figure. Module that they at least have to click through it.  7.Student hourly funding/current funding stops September 30th with the end of Title V |  |
| 1. **Online Professional Development** | Developing Online Professional Development including on line hiring/ Recruiting Adjunct positions for online only instructors only Hire remotely and teach remotely Creating SLO video. Should this be an item in program review? Would you be able to observe their current online classes?  Presentation on creating a human experience online. How can we do that?  Students need to feel connecting online. Using a tweeter feed –announcements,ideas | Debby and Andrea |
| 1. **Update OEI** | Launch date October 31st – 5 spots for each OEI course Spring 2017 |  |
| 1. **Other** | Accreditation has access to all online classes on Monday, September 12- MOU  Meeting Oct 6th all DE Group at the Fire Academy |  |
| **F. Adjournment** | Andrea Horigan adjourned the meeting at 4:40 p.m. |  |
| **Next Meeting Date:** | Thursday, October 13th 3:30 pm |  |