



Distance Education and Technology Committee Agenda

Tuesday, April 11, 2017
3:00 p.m. - 4:00 p.m.
L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:

- Perry Jehlicka, Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- Dr. Peter Chege, Co-Chair Designee
- Dr. Tom O’Neil, Administrative Member
- Walter Briggs, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Representative
- Jimmie Bowen, Faculty Member
- Priscilla Jenison, Faculty Member
- Kathy Osburn Faculty Member
- Cynthia Kincaid, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Sheri Langaman, Classified Union Representative
- Rick Shaw, ITS Management Member Greg Krynen, ITS Technical Trainer
- Mike Wilmes, Blackboard Administrator
- Darnell White, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Opening Comments from Co-chairs	Perry Jehlicka Dr. Chege	
III. Open Comments from the Public		
IV. Approval of Minutes	All	A. March 28, 2017 Meeting (attachment)
V. Discussion Items	Perry Jehlicka Perry Jehlicka Perry Jehlicka	A. Mentor Program B. Inclusive Access Feedback C. Updates to Faculty Handbook
VI. Action Items		
VII. Adjournment		
NEXT MEETING: 4/25/2017		Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23



Distance Education and Technology Committee Minutes

Tuesday, April 11, 2017
3:00 p.m. - 4:00 p.m.
L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:

- Perry Jehlicka, Co-Chair
- Dr. Bonnie Suderman, Co-Chair - ABSENT
- Dr. Peter Chege, Co-Chair Designee
- Dr. Tom O’Neil, Administrative Member - ABSENT
- Walter Briggs, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Representative
- Jimmie Bowen, Faculty Member
- Priscilla Jenison, Faculty Member
- Kathy Osburn Faculty Member - ABSENT
- Cynthia Kincaid, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Sheri Langaman, Classified Union Representative
- Rick Shaw, ITS Management Member - ABSENT
- Greg Krynen, ITS Technical Trainer
- Mike Wilmes, Blackboard Administrator
- Darnell White, IMC Representative

Guests: Richard Fleishman - proxy for Kathy Osburn

Items	Person	Action
I. Call to Order	Perry Jehlicka	The Distance Education & Technology Committee meeting of April 11, 2017 was called to order at 3:06 p.m. by Perry Jehlicka, Co-chair.
II. Opening Comments from Co-chairs	Perry Jehlicka Dr. Chege	Perry will be discussing the mentor project. Perry will be reminding faculty to download information from Blackboard. The anti-plagiarism provider is being decided. Dr. Suderman is looking into Turnitin (current provider) vs VariCite (OEI provider). OEI campuses have seen their Turnitin bill increase significantly. Turnitin is not currently negotiating; VariCite is free as part of the OEI package. Dr. Chege announced a live OEI consortium coming up on the 5th. The review cycle for May started yesterday with discussion to increase course expansion from 19 to 50. There is a focus to offer classes that have low enrollment. Pursuing the implementation process; 5 task forces are in place.
III. Open Comments from the Public	Greg Krynen	Google is properly installed in Canvas. Use Goggle Drive within courses to add content. AVC currently uses Turnitin within Canvas for anti-plagiarism. Dr. Chege send Greg a link for VariCite . Greg will include OEI in Canvas training.
IV. Approval of Minutes	All	A. March 28, 2017 Meeting (attachment)

Minutes were approved at the April 25, 2017 Distance Education and Technology Committee meeting.

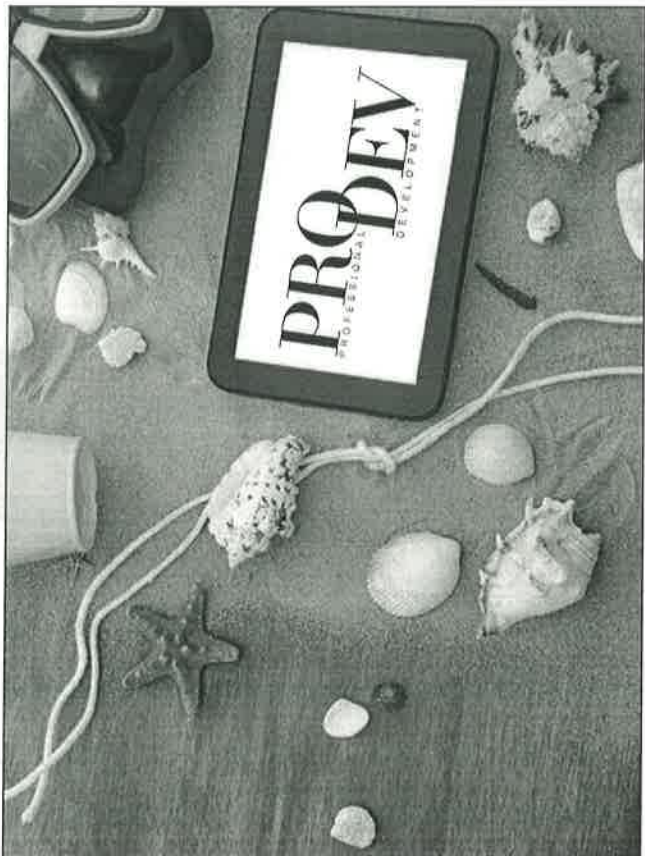


ANTELOPE VALLEY COLLEGE

		<i>A motion was made and seconded to approve minutes of the March 28, 2017 DETC meeting. Motion carried unanimously.</i>
V. Discussion Items	Perry Jehlicka	<p>A. Mentor Program Perry distributed handouts.</p> <ul style="list-style-type: none">• Perry received recommendations from OEI, College of the Canyons and Coastline• begin with a small group (4-5) to lead• hold workshops for small groups (open labs)• effective to cross divisions• program is different from the Faculty Professional Development mentorship program (no 1-on-1)• mentors can receive flex credit <p>B. Inclusive Access Feedback More information is forthcoming. Some faculty are considering trying the program.</p> <p>C. Updates to Faculty Handbook Members reviewed and made suggestions for revisions to the DETC handbook. Recommendations will be finalized at the April 25 meeting.</p>
VI. Action Items		
VII. Adjournment	Perry Jehlicka	The Distance Education & Technology Committee meeting of April 11, 2017 was adjourned at 4:00 p.m. by Perry Jehlicka, Co-chair.
NEXT MEETING: 4/25/2017		Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23

COC Summer Technology Institute

College of the Canyons 2016 Summer Technology Institute



June 6 – August 11, 2016

2016 Summer Technology Institute

The Office of Professional Development is pleased to bring you the Summer Technology Institute 2016. These technology specific workshops are being offered during the summer to give you the opportunity to expand your knowledge, acquire new skills related to technological advancement, and leave you feeling better prepared when the busy fall semester begins.

These workshops are open to all full-time and adjunct Faculty, Administrators, Classified & Confidential staff, College Assistants & Adult Hourly employees.

Please register online at www.canyons.communityext.net. If you need help registering, or looking up your log-in information, please e-mail Chloe McGinley at chloe.mcginley@canyons.edu.

FLEX credit will be available to all faculty who attend.

Have a great summer!





Page numbers in **RED** indicate the workshop will be held at the Canyon Country Campus or **ONLINE**.

Workshop **Page No.**

Adobe Acrobat Pro Essentials	18, 22
How to Get Your Information up on Campus Monitors	20
Canvas Communication / Assessment	7, 9, 14
Canvas Organization / Content	6, 8, 14
Canvas Open Lab	4, 12, 13, 15
Cloud Storage: Dropbox & Google Drive, Introduction to	12, 24,
Datatel & Web Advisor for New Users	19
Datatel & Web Advisor for Administrators	19
Datatel WEBUI 4.5 Requisition Training	30
Get to Know your Digital Single Lens Reflex (DSLR) Camera	13, 26
iOS/iPad Basics	10, 29
Library Online Resources: Ask Wat Your Library Can Do For You!	26
Microsoft Access Basics	15
Microsoft Excel Parts 1, 2 & 3	17
Microsoft Office 2016 Overview	13, 27
NetSupport	18, 25
Open Educational Resources (OER), Introduction to	28
Open Licensing for OER, Introduction to	29
Outlook Calendar & Tasks	30
Outlook Email Essentials	25
Outlook Mailbox Management	11
Photoshop, Jumpstart	24
Prezi Bootcamp 1: An Introduction to Prezi	11, 21
Prezi Bootcamp 2: Design, Edit & Manage Your Prezi	5, 16
Section 508 Information Technology Compliance	7, 20
Smartphone Photography & Tips for Organizing Photos	6, 10, 16, 22, 28
Web Design for Faculty in SharePoint	5, 23
WebEx, Facilitate Live Online Meetings or Classes	9, 23
Workplace Technology Efficiency	8, 21
	15, 27

JUNE 2016

Monday, June 6th
#843S Canvas Open Lab
3:00pm - 4:00pm

BONH-106
FLEX credit - 1 hour*

Strategic Goal: Technological Advancement

If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other's courses. Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.

*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.



Wednesday, June 8th
#842S Canvas Open Lab
9:00am - 11:00am

BONH-106
FLEX credit - up to 2 hours*

Strategic Goal: Technological Advancement

If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other's courses. Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.

*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.



Students | Alumni | Media

Search this site...



About Canyons

Admissions & Services

Resources

Professional Development

College of the Canyons Online Instructor Certificate

Learn how to teach online!
Earn your Online Instructor Certificate!



These are the required training components to earn this certificate and the (approximate) training time:

- 1) Technology Baseline (1 hour)
- 2) Canvas Training (4 hours)
- 3) Section 508 Information Technology Compliance training (1 hour)
- 4) Introduction to Online Instruction (IOI) course (36 hours)

Once you have completed all required training, e-mail Leslie Carr at leslie.carr@canyons.edu to request your Online Instructor Certificate.

Certificate Renewal: Instructors will refresh their Online Instructor Qualifications every three years by completing a self-paced online training (approx. two hours), which includes updates on technology, regulations, accreditation requirements, best practices, and resources.

See below for additional information:

1) Technology Baseline

This self-paced online training is being developed to ensure that new online instructors have a baseline of computer and network knowledge necessary for online instruction.

Prerequisite - none

FLEX credit - 1 hour

(Currently in Development)

2) Canvas Training

This Online, self-paced training provides an overview of Canvas, including layout and settings, how to build, organize and edit content, effective online communication tools, and Canvas assessment tools.

Prerequisite: Technology Baseline

FLEX credit - 4 hours

To enroll in this course, go to <https://app2.canyons.edu/offices/css/forms/canvas/>

3) Section 508 Information Technology Compliance

Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.

Prerequisite: Technology Baseline

FLEX credit - 1 hour

Register for upcoming workshops at www.MyLearningPlan.com

4) Introduction to Online Instruction (IOI)

This five-week, 100% online course (taught in Canvas) is offered free at COC through the Center for Excellence in Teaching and Learning. Introduction to Online Instruction explores the application of learning theories for online learners; differences between face-to-face and online learning; resources for online teaching and learning; course management systems and online learning tools; and best practices for online learning. The class is designed so that participants will experience the components of an online course from both student and instructor perspectives.

Prerequisite: Canvas Training

FLEX credit - 36 hours*

*Full-time faculty can accrue FLEX credit up to the number of hours the class meets (2 units = 36 hours, e.g.) OR apply 2 units toward salary advancement (see COCFA contract).

Adjunct faculty can receive FLEX credit as well, though not to exceed the limit per semester as outlined in the adjunct faculty contract. For more information, please contact CETL@Canyons.edu

Search & Register for upcoming workshops at www.MyLearningPlan.com

Alternative: Complete the equivalent fee-based training "Introduction to Online Instruction" (ITL) through @One.