Distance Education and Technology Committee Agenda	Tuesday, May 23, 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. May 9, 2017 Meeting (attachment)
V. Discussion Items	Perry Jehlicka	A. Mentor Program B. Thoughts for Next Year
VI. Action Items	Perry Jehlicka	A. Mentor Program
VII. Adjournment		
NEXT MEETING: 5/23/2017		Spring Dates: 2/14, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, 5/23

DETC MEETING MINUTES		**Tuesday, May 23, 2017** **Room: L201** **Time: 2:00 pm**

Type of Meeting: *Department Meeting*
Note Taker: *Sheri Langaman*
Please Review/Bring: *N/A*

Items	Person	Action
I. Meeting Minutes	*All*	**Issues Discussed:** • 3:03 pm – meeting was called to order by Perry. • II. 3 so far who've agreed to mentor other faculty on how to use Canvas. Perry will be taking a class on June 2 from Mt. San Jacinto on making online classes accessible. He's hoping we'll be live by Fall '17. • III. None • IV. The minutes from the last meeting were approved. • V. a. Perry, Dr. Beyer and Mary Rose Toll are the 3 that have agreed to be faculty mentors so far. They will be offering 15 hours each of open labs during the summer session to help faculty transition to Canvas. They will cover all features to help make it easy and efficient for faculty. Attending time in the open labs will count towards Flex hours. There will be a QnA session, collaboration is the most important aspect. Mentors will be paid through Student Equity. • V. b. Training standard – This will hopefully encourage the faculty to talk with and help each other. • Thoughts: AVC is below average in retention statistics. AVC offers a zero credit class that serves as an intro to taking online classes. Should it be added to the new student orientation? Will making it required lower attendance? Less than ¼ of CA community colleges offer this class. Some also require the teachers to take the class. DETC Co-chairs will need to discuss this with AP&P. Perry has been told no in the past, Scott Lee suggested that it might be possible, but it could be tricky getting it approved. Might be beneficial to require the use of Canvas for all classes, such as for distributing the syllabus, etc. How many faculty use Canvas across campus now, even though they don't teach an online class? DETC will need to reach out to other community colleges to find out how they handle funding, class

Approved: Distance Education & Technology Committee Meeting of September 12, 2017

		requirements, etc. AVC needs a standard for online course design. • Google – Not all features of the Google are available to AVC employees. ITS had only initially set it up for mail and the calendar. Google Hangouts could be activated if there is a proven need campus wide. There are Google reps that would be interested in coming to give a presentation on all the features and how to use them. When communicating with students, texting has been a concern since it has to be an "opt-in" option, due to carrier fees, etc. • VI. Mentor Program – Approved and seconded. • Meeting adjourned at 3:42 pm.
NEXT MEETING DATE TBD		