Distance Education and Technology Committee Agenda	Tuesday, February 26, 2019 3:00 p.m. - 4:00 p.m., L-201

Type of Meeting: Regular
Please Review/Bring: Agenda Packet
Committee Members:
Perry Jehlicka, Faculty Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Administrative Council – *VACANT*
Stephanie Mattila, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Dr. Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Mary Jacobs, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
Dean LoNigro, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Systems Administrator
Shirlene Thatch, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. February 12, 2019 DETC Meeting (attachment)
VI. Discussion Items	Dr. Ed Beyer Perry Jehlicka Perry Jehlicka	A. Canvas Training Update B. AVC Online Plan (attachment) C. DETC Handbook - Draft
VII. Action Items		
VIII. Adjournment		
NEXT MEETING: 3/12/19		

Distance Education and Technology Committee Minutes	Tuesday, February 26, 2019 3:00 p.m. - 4:00 p.m., L-201

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

Committee Members:
Perry Jehlicka, Faculty Co-Chair
Greg Bormann, VPAA Co-Chair Designee - *ABSENT*
Administrative Council – *VACANT*
Stephanie Mattila, Counseling Faculty Representative
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Dr. Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Mary Jacobs, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist - *ABSENT*
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
Dean LoNigro, ITS Management Member - *ABSENT*
Greg Krynen, ITS Technical Trainer - *ABSENT*
Mike Wilmes, Systems Administrator - *ABSENT*
Shirlene Thatch, IMC Representative
Guests:

	Items	Person	Action
I.	Call to Order	Perry Jehlicka	3:05 pm
II.	Approval of Agenda	Perry Jehlicka	Approved
III.	Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	Greg Bormann is out for this meeting. Perry also updated the committee on some OEI items.
IV.	Open Comments from the Public		None
V.	Approval of Minutes	All	February 12, 2019 DETC Meeting (attachment) Approved
VI.	Discussion Items	Dr. Ed Beyer Perry Jehlicka Perry Jehlicka	A. Canvas Training Update a. Dr. Beyer is continuing to offer training, more new people are showing up. He's considering making some 1 hour training videos to stream online, but still keep the 3 hour training sessions offered in person now. b. Dr. Beyer has been invited to attend an online conference for CAN.INNOVATE, for Canvas training. If it looks good/helpful, it may be something good to offer on campus later. c. Results from online training were discussed – how to measure them, improve them, make it more outcome based, maybe a practical exam? The POCR would need to look at the

Approved: March 12, 2019 Distance Education & Technology Committee Meeting

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item(s) created and determine if this showed an acceptable level of understanding.

    B. AVC Online Plan (attachment)

          a. Perry has been working with Stephen & ITS to make changes to the website, which will hopefully be completed soon. Ideally before next semester. Perry asked the committee members to gather info and links, then Perry can combine them with help from ITS. May help things go quicker.

    C. [DETC Handbook - Draft](#)

          a. Dr. Beyer will create an Archiving How-To to be placed on the website, along with purge dates.

          b. The idea of putting the Handbook info on the website was discussed. Wouldn't need the physical Handbook if all of the same info was up on the website. Could give it its own shell, which would make is more accessible to the rest of the faculty. Perry will contact ITS and get more info on how this would work and if it can work. All of the committee members would have access in order to help build it.
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<td>VII.</td>
<td>Action Items</td>
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<td>None</td>
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<td>VIII.</td>
<td>Adjournment</td>
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<td>3:46 pm</td>
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<td>IX.</td>
<td>NEXT MEETING:</td>
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<td>3/12/19</td>
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AVC Online

Distance Education Page

Getting Started with Canvas
- Orientation Videos
- Resource Links
- Available Technical Support
- Tips and Tricks

Online Learning Orientation
- Quest for Online Success
- OEI Videos
- Intro to CVC-OEI
- Types of DE Classes

Live Class Schedule
- Canvas Login
- Frequently Asked Questions

Student Resources
- Best Practices for Students
- Available Technical Support
- Online Learning Strategies

Faculty Resources
- Best Practices for Faculty
- OEI & AVC Design Rubrics
- Canvas and AP&P Guides

Technical Support

Contact Information

DETC Approved 13 Nov 2018