

DE Meeting Minutes 3/25/16

**Next DE Committee Meeting, Friday, April 8th, in the ITC,
10:30-11:30**

Attendees: Roberta Worth, Judy Reiman, Jill Olson, Kathy Schultz, Klaus Tenbergen, Melissa Colón, Teresa Borden, Kathy Schultz, Kirsten Miller, Kim Pippa, Wendy Griffiths-Bender,

Save the Dates:

- The Online Teaching Conference 2016, scheduled to take place June 15-17. The event will return to San Diego for the third year in a row, by popular demand.
- Canvas Training will start April 8th and 22nd from Noon-2:00, immediately after the DE Committee Meetings. These two sessions will cover migrating from Blackboard to Canvas.



Online Course Size

Committee Discussion:

There has been a question about the online offerings class size if they are to be handled the same way as a face-to-face class. Also how the online classes are figured concerning FTE status since we are on a 16 week schedule.

From our YFA Contract:

37.8 Class Size and Load - An online education course shall be assigned a load factor and class size standards on the same basis as a traditional course including large class accommodations and the number of preparations.

http://yfa.sites.yosemite.edu/contract_2015/FinalContract_2015.pdf - Pg. 85.

Also per our [DE Plan](#) we have kept to the same consideration for our online classes as our face-to-face counterparts.

- Class size as recommended by the curriculum committee will be considered as the established face-to-face size not to exceed 35 students. It is suggested that the first

time a course is offered by a particular instructor, that the instructor be given the option to set the maximum at 20 students. This needs to be approved beforehand by the Division Dean.

Note: an instructor has the option of adding additional students from their waitlist but it is up to them and the online room cap in Connect Columbia should be adjusted.

Action: Melissa will email Brian Sanders to help with the question about the FTEs and online classes. Discussions will continue about online class caps with DE Committee, Deans and Online Instructors.

canvas **Canvas Opportunities**

Canvas Login for Columbia College: <https://gocolumbia.instructure.com/login/canvas>

Update:

- Starting this summer 2016, if you are an online or hybrid instructor and want to teach your courses in Canvas, you can do that. If you want to get a head start, you can work in a sandbox shell and then import the content before the term begins.
- If you want to enhance your face-to-face course with Canvas, you can do that too! Starting this summer, all courses (**online or not**) will automatically have Canvas shells.
- Blackboard to Canvas training will take place starting in April (**Fridays at Noon- 2:00p on April 8th & April 22nd**) and May. [Click on the link to sign up!](#) The training introduces faculty to Canvas and demonstrates how to convert existing Blackboard material into Canvas.
- Remember, **Blackboard will shut down in June of 2017**. Our hope is to have most online and hybrid courses taught in Canvas by spring 2017.

Summer Training Opportunities

1. **Converting from Blackboard to Canvas**, repeated sessions each day, May 2nd - 5th from 10-Noon. Drop-in Afternoon Training Available.
2. **Teaching in Canvas**, repeated sessions each day, May 9th – 12th from 10-Noon. Drop-in Afternoon Training Available.

Action: Melissa will continue to send out training opportunities and share MJC's Mike Smedshammer training schedule as another alternative for training.