

Distance Education Meeting Minutes

Date: Friday, September 4, 2015

Location: ITC

In Attendance: Jim Toner, Kathy Schultz, Shawn Jordinson, Karin Rodts, Letticia Miller, Teresa Borden, Leslie Buckalew, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Vision for Distance Education	Leslie Buckalew	Leslie Buckalew, VP of Student Learning oversees DE and continues to provide leadership and direction in terms of expanding DE at Columbia College; while discussing critical factors with faculty such as balancing enrollment for F2F and online offerings. We discussed how it would be helpful to have all online teaching faculty benefit from meeting together for discussion, training, and support from each other. Since all students will be interacting with online modalities in one way or another at Columbia College we need to consider multiple ways we can help to support students with resources, Syllabi with online expectations, training, readiness modules, and universal shells.	
OEI Update	Melissa	4 instructors teaching (History 16, Psych1, Spcom5, and Eng1A) are in the fall OEI Online Tutoring Pilot and are also piloting the “Quest Program”, student readiness modules. In addition to the pilot, the OEI has provided all fully online classes access to NetTutor this fall for online tutoring support. We are waiting to hear about the decision from the two college Presidents and district to approve a move to Canvas, the newly OEI adopted CMS. We could begin as early as spring with early adopters migrating content into Canvas. Melissa is working with faculty this semester who are interested in learning about Canvas.	Melissa
Training/Workshops	Everyone	There are plans for the DE Committee to host workshops on VoiceThread, Instructional Design and Access and Accessibility. It is important that all faculty are trained before teaching online classes. It is also important that all instructors keep current on instructional technologies.	DE Committee
OEI Online Course Design Rubric	Melissa	The September Academic Senate Committee will vote on adopting the OEI online course design rubric for mentoring, training and support at Columbia College. Melissa will bring up the possibility of migrating to Canvas and its impact. It will be important for the online faculty to be involved with the planning of a move to Canvas.	DE Committee

**Next DE Committee Meeting** – September 25<sup>th</sup>, 10:30-11:30 in the ITC

**Upcoming Events:** VoiceThread Workshop with Teresa Borden – 10/9 10:00-Noon

**Handouts from the DE Committee Meeting:** [OEI Online Course Design Rubric](#), [Online Course Check List](#), [Online Resources for Every Instructor](#), [Beginning of the Semester Checklist](#), [End of the Semester Checklist](#), [Blackboard Quick Guide](#), ([DE Plan](#) from spring meeting)

Meeting Minutes: Melissa Colón