

Distance Education Meeting Minutes

Friday, 8/31/2018



Attendees: Teresa Borden, Kim Robinson, Judy Reiman, Kathy Schultz, Mike Denne, Mike Igoe, Kirsten Miller, Sylvia Watterson, Kath Christensen, Pam Guerra-Schmidt, Jessica Anselmi, Melissa Colón

10:00a-11:15a

1. **Online Course Exchange Update** ([Finish Faster](#)) search and filter more than 10,000 online courses at California's community colleges and CSU campuses. **Update:** the Finish Faster Document has been sent to the OEI from district IT as on 8/31. We will understand more about how it works as we go.
2. **Online Course Developers Update and Check-in.** Melissa will review the courses that are completed for the 1st stipend (developing an online course). For the 3rd stipend, the local planning team (Shannon, Kim or Melissa) can review courses beforehand that are ready for the OEI's review for fast tracking them in the Exchange review.
 - a. 1st \$500 stipend - developing a course
 - b. 2nd \$500 stipend - teaching the course
 - c. 3rd \$500 stipend - passing the official OEI Course Exchange Review
 - d. 4th \$500 stipend - teaching the course in the OEI Course Exchange with students outside of Columbia College
3. **Regular and Substantive Statement for Academic Senate Example** (MOU) - A [collaborate Google document](#) was created to brainstorm a statement that instructors could use in their Syllabi and/or as acknowledgement of their practices for regular and substantive communication with the online and hybrid

class modalities. The DE Committee will bring forward to the Academic Senate for discussion on adoption and distribution.

4. **3CMedia & DECT Grant for Closed Captioning** - All videos and audio recording need closed captioning or audio transcripts if they are to be reused every semester or requested by an official DSPS student. Sign up for a [3CMedia Solution Account](#) or contact Mike Denne for the DECT Grant option. **Note:** 3CMedia will not closed caption YouTube videos, the DECT grant will close caption YouTube videos. On Oct 12th, Sean Osbourne our DSPS Director will be our guest for the 1st ½ hour of the meeting.
5. **Test Students in Canvas** - The created test student by the Admins in Canvas is no longer working as a solution since we have single sign on features. Melissa will explore some alternatives with Canvas and district.

Sharing Tips & Tricks

11:15a-11:30a

Judy and Teresa will share with us how they use FlipGrid in their classrooms at our next meeting. Melissa will set up a practice FlipGrid in the Cohort Class.



Next DE Committee Meeting: 9/21/2018

Meeting Minutes by Melissa Colón, DE Coordinator, Columbia College