

Distance Education Meeting Minutes

Date: Friday, September 25, 2015-10:30-11:30

Location: ITC

In Attendance: Kathy Schultz, Joe Ryan, Sylvia Watterson, Judy Reimen, Teresa Borden (Skype), Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Vote to Adopt OEI Online Design Course Rubric	DE Committee	We will be voting today at Academic Senate to adopt the newly revised OEI course design rubric. The faculty had an opportunity to view the rubric at the last AS in spring and over the summer.	Academic Senate
Joint Resolution for adoption of Canvas	DE Committee	We will bring a Resolution to AS today from MJC and CC to adopt Canvas, the OEI adopted Course Management System. This will be the 1 <sup>st</sup> reading.	Academic Senate – 10/30 2 <sup>nd</sup> Reading
Timeline for Adoption of Canvas Process	Melissa	<p><b>Timeline for Joining Cohort and Adopting Canvas, Steve Klein (OEI Statewide Program Director)</b> - Concerning joining the Canvas Cohort 2 in spring 2016, there is no hard deadline to the Cohort dates. April (for Cohort #2) is listed as a suggested "latest" date to sanely implement a new LMS to begin offering classes to students as early as Fall without stressing out a staff to be trained during the Summer. The timeline for implementing is ultimately yours to make.</p> <p>The only requirements to the timeline is 1) that there can be no more than 9 months between the start of implementation and the time you <i>first</i> bring students into Canvas and 2) that the legacy CMS has to be turned off 18 months after students are in Canvas.</p> <p>Once there is full agreement on your campus, I suggest completing the Registration Form 45 days prior to the start of implementation since there will be an Institution Participation Agreement (IPA) that your college will need to sign.</p>	
Universal Blackboard Shells Update	Melissa	We are getting closer to Universal Bb shells distribution. Once the shells are created Melissa will be combining the shells and renaming them for the CC faculty. There will be a way to disable the shell if a faculty member will not be using Blackboard. The request link for Bb shells will be disabled at some point after the Universal Shell distribution begins.	CC & MJC VPs will come up with a joint policy for Universal Shell Distribution

Closed Captioning	Melissa	<p><b>It is important to find and post only closed captioned video clips. All Videos and Audio Clips we create</b> need to be closed captioned or transcripts provided if they will be archived and reused from course to course. If there is a request for closed captioned services they must be made available. Here are some resources to help.</p> <ul style="list-style-type: none"> <li>○ 3CMedia – free captioning, all materials made public</li> <li>○ YouTube – Automatic Captioning Synchronizing with some editing required</li> <li>○ DECT Grant – apply for free grant funds to caption</li> <li>○ Other screen capture software may have built in captioning, i.e. Camtasia and Captivate</li> <li>○ Columbia College DSPS Services</li> </ul>	Melissa will ask Karin and Shawn from DSPS to help come up with a college policy for CC and Audio Transcripts for Fully Online, Hybrid and Face to Face classes.
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**Next DE Committee Meeting** – October 9th, 10:00-Noon in the ITC (VoiceThread) Workshop

**Upcoming Events:**

- **Save the date** – for 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.
- **Save the date** – for VoiceThread Training with Teresa Borden, Friday Oct. 9<sup>th</sup> in the ITC from 10-Noon. This workshop will be in lieu of our regularly scheduled DE Meeting.
- **Save the date** – for the Online Tutoring Workshop, October 16<sup>th</sup>, from 11-Noon in the AAC. I hope you all can join us! Lindsay and I attended a training on the WWW Whiteboard and hope to have it implemented to share with all of you by then.

**Handouts from the DE Committee Meeting:** [Joint Resolution to adopt Canvas](#) (MJC & CC)

*Meeting Minutes: Melissa Colón*