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| **Purpose** | DEPC plans and recommends innovative and creative opportunities that use distance learning to meet the diverse needs of the District’s students; serves as a resource to the DE dept.; and engages with & makes recommendations to the Academic Senate, faculty, staff and administrators in matters of policy, practice and pedagogy regarding distance learning and technology-enhanced instruction. |
| **Meeting Outcomes** | Finalized five-year DE plan |
| Finalized annual DE goals and objectives |
| Suggestions for improvement of DE complaints page |
| Agreement on next steps to be taken to address DE/IT accessibility |
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| **Preparation Required –**Please read these before the meeting! | Read the written reports from Lisa, Cathy and Reno |
| Review changes to the CR-Online “Complaints” page |
| Read two web documents: * Blog post dated 11/15/17 on WCET Frontiers ([http://wcetfrontiers.org](http://wcetfrontiers.org/); scroll down the page to find the correct post) and
* Article from TechEDge - [Accessibil-IT: Creating an Accessibility Plan](http://ccctechedge.org/opinion/24-accessibility/888-accehttp%3A/ccctechedge.org/opinion/24-accessibility/888-accessibil-it-creating-an-accessibility-planssibil-it-creating-an-accessibility-plan)
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| Review draft five-year DE plan (sent out separately) |
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| **Committee Members** | Cathy Cox (Co-chair) Philip MancusLisa Sayles (Co-chair) Wendy RiggsReno Giovannetti Mark WinterRianne Connor Vacant - StudentJames Hays Stephanie Burres |
| Present: Reno Giovanneti, Mark Winter, Cathy Cox, Wendy Riggs, Lisa Sayles, James Hays, Philip Mancus, Stephanie Burres (support) |
| **Meeting Leader and/or Facilitator** | Cathy Cox & Lisa Sayles |
| **Recorder** | Stephanie Burres |

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| **What?** | **How?** | **Who?** | **When?** |
| 1.Opening | * Review agenda and anticipated outcomes
* Rev/Approve last meeting notes
* Q&A on reports from committee members
 | Cathy | 3:00-3:10pm |
| Notes:* Meeting minutes are forthcoming and will be approved via email before our next meeting.
* Wendy’s online biology class still has 25 students still enrolled and participating which is amazing, closing the gap between in-person and online courses. Experience and the EPIC leader
* Mark has been approved for a sabbatical. He will spend the time designing a psych research methods course that will be the final course needed to offer a transfer degree in Psychology. The course is a priority class for the OIE course exchange.
* Cathy will be stepping down as DE director in the Spring and Mark will be taking over her role in the DEPC.
* Cathy presented a list of advantages and disadvantages to participating in the OEI exchange as a home and teaching college.
* Status of single sign-on is a necessary component of the OEI exchange. It is unclear whether or not we are going to be able to meet this. In order to implement a single sign-on we need to utilize an active directory that our students do not have (put staff and faculty do).
* Lisa will be presenting at the Senate meeting on the letter of interest to participate in the OEI course exchange. The letter is non-binding.
* Kyle McCann will be leaving this month, support for canvas and webadvisor is still being worked out.
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| 2. DE Planning Activities – Goals & Activities | * Review and finalize five-year plan and current year activities
* Discuss planning process
 | Cathy | 3:10 – 3:25pm |
| Notes:* In prioritizing one-year and five-year goals Cathy identified that some were actions and not goals. Additionally, some were annual tasks and others were one-time tasks. She would like to link tasks and goals to larger DE goals and student outcomes.
* 5-year plan is still forthcoming and will be finalized after the winter break.
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| 3. Online student complaint process | * Review CR-Online “Complaints” page
* Suggest possible improvements
 | Cathy | 3:25 – 3:45pm |
| Notes:* The comments and complaints for DE students is being linked to the overall comments and complaints section of the website.
* Cathy does not want to make any additional changes without discussing it with Joe Hash and Angelina Hill.
* There is concern that the comment and complaint page does not clearly outline the process to submit a complaint.
* There should be a confirmation email for submitted comments and complaints. There is also interest to add a captcha to limit spam.
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| 4. Accessibility and DE/IT | * Describe problem
* Discuss possible next steps
 | Cathy | 3:40 – 3:55pm |
| Notes:* Cathy presented an article that outlined the importance of having an IT Accessibility Plan.
* We are already doing many of the things that would be included in an IT Accessibility Plan, we just need to institutionalize the plan and processes.
* Mark points out that in order to know where we’re going we have to know where we are.
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| Close | * Summarize agreements
* Review next steps – who will do what?
* Evaluate the meeting (+'s and ∆’s)
 | All | 3:55 – 4:00pm |
| Notes: |
| Next Meeting:  |