**Present:** Mark Winter, Lisa Sayles, Reno Giovannetti, Rianne Connor, Wendy Riggs, Mark Renner (telepresence), Philip Mancus (telepresence), Leigh Blakemore (telepresence), James Hays (telepresence), Stephanie Burres (support)

**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.*

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| **Committee Members** | Mark Winter (Co-chair) Philip Mancus Wendy Riggs  Lisa Sayles (Co-chair) Rianne Connor James Hays  Reno Giovannetti Stephanie Burres Mark Renner  Vacant - Student |
| **Preparation Needed** | Faculty committee members attend General Faculty Meeting Fri. am |
| Webinar notes from attendees |

1. Call to Order

* Meeting called to order at 1:10pm.

1. Review Summary Notes if Available

* Notes for 11/28/17 and 1/26/18 approved unanimously. (Reno Giovannetti 1st, Lisa Sayles 2nd).

1. Member Reports

3.1 Information Tech-James

* March 8-12, 2018 Datatel and Webadvisor will be unavailable. How will this impact ten-week late start Census? The Census date for those classes is March 9th. James will look into this issue.

3.2 Instructional Tech-Reno

* Funding for Portfolium has run out (it was previously funded through CCC) and we would now have to pay for to implement it. For the time being there is no plan to implement Portfolium and we will be looking at an alternative solution.
* We have a schedule for evaluations and deans are working with EvaluationKit.
* There has been an increase in students and faculty having issues with Canvas and WebAdvisor. Most of the issues are resolved by clearing of the browser cache. Reno believes that we should made an informational campaign disseminated to online faculty to inform this information to students. Should this be a larger districtwide conversation with IT staff on functionality of applications using different browsers.

3.3 Enrollment Services - Rianne

* What capacity is Rianne reporting to the DEPC on behalf of: enrollment services or student development? What works best for the committee? Should counseling and DSPS have representatives that report to the committee.
* There is some confusion over the online waitlist process that will need to be followed-up on.

3.4 Faculty Coordinator –Lisa

* OTLT training sign-ups have gone out and 10 people have already sign-up.
* There has been some interest in having people evaluating online courses go through the OTLT training or a slightly different training specifically tailored for Deans and evaluators.

3.5 Admin Coordinator-Mark

* Mark brought the DEPC’s list of DE issues to the Instructional Council where it was well received. The next step is to disseminate the list to the Academic Senate and CRFO.

3.6 Other

* It is the first time in a long time that we will have permanent Deans in each Division.

1. Action Items

4.1 None

* Contact information on Distance Ed page of the website needs to be updated.

1. Discussion Items

5.1 Draft DE student survey (attachment)

* We talked last year about needing to bring student voices into our decisions on distance education. We built this survey based on the informational needs that we have.
* Out timeline for implementation is as soon as possible so that we can begin implementing recommendations as soon as this fall.
* What do we want to know about student’s perceptions of online courses? Are they easier? Are there more courses they want?
* Lisa and Mark will draft the survey in Survey Monkey that we can pilot in our committee and with student workers. Are there some demographic questions that IR already uses that we could borrow to that our questions are consistent?
* Probe for information on diversity related barriers and accessibility of courses? As we move toward OEI standards these are important things to understand. Are these questions for this survey, or course evaluation.

5.2 Draft OEI Course Rubric for Evaluation Resolution (attachment)

* The OEI rubric offers what Lisa believes is the best document for online course evaluation.
* The Senate would like a draft resolution from us by their April meeting. We would like a draft of this resolution to bring as an action item to our next meeting.

5.3 Draft Accessibility Plan (2 attachments)

* Mark sent out two documents on accessibility planning. We are obligated to be proactive in regards to accessibility.
* Mark would like committee to review the guideline plan to identify anything that is missing.

1. Future Agenda items

6.1 OEI Rubric Resolution

1. Announcements

7.1 Next meeting, February 23, 2018.

1. Adjourn

* Meeting adjourned at 2:35pm.