**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) Vacant (faculty) Wendy Riggs  Lisa Sayles (Co-chair) ~~Rianne Connor~~ James Hays  Stephanie Burres Mike Butler Jason Brewer  Vacant – Student Reno Giovannetti Cathy Cox |
| **Preparation Needed** | Student Survey Sp 2019 |
| POCR Los Rios Fasttrack Process <https://fasttrack.losrios.edu/> |
| DE Plan 2019-23 draft |

**Notes**

1. Call to Order

* Meeting called to order by Mark Winter at 11:33am.

1. Review Summary Notes if Available

* Unable to project notes on shared meeting. Deferred to next meeting.

1. Member Reports

3.1 Information Tech-James

* Spring 2020 course shells will be available in Canvas on Monday 10/28/2019.
* Everbridge emergency alert system is active.

3.2 Instructional Tech-Reno

* Ally and Instructional Design position will be put in the Office of Instruction Program Review in addition to being in the Distance Education Review.
* Student Survey process is going well. There have been challenges with the telepresence system during recent power outages.
  + There have been several student complaints about being “forced” to complete the student survey. Students can “snooze” the survey and then it eventually goes away. There is a glitch that can make it difficult for students to bypass the survey. If it is an issues, students can reach out to Reno or their Dean to opt out.
  + Reno would like to refer this issue to Dean’s Council to determine the best process.
* Reno had a conversation with our Canvas representative and they will be removing their old gradebook from the website next Spring. Faculty will need to be notified that they must use the new gradebook feature.

3.3 Enrollment Services-Rianne

* Member not present.

3.4 DSPS-Jason

* No report at this time.

3.5 Faculty Coordinators-Lisa and Wendy

* eLumen Curriculum process is going well and issues are being figured out.
* Wendy would like to put on our radar OER planning.

3.6 Admin Coordinator-Mark

* Mark and Reno met with the PRT team from the Chancellor’s Office last week.
  + One topic that was raised is how to provide support courses for students taking math and English courses online.
* Mark met with Academic Senate, Instructional Council, and CRFO about Ally accessibility software.

3.7 Other-

* Angelina – the Distance Education AP 4105 was sent back to ASPC by the College Council. There was concern about how the language would impact non-DE courses. The Committee would like to revert back to the original language.

1. Discussion Items

4.1 2018-19 DE Program Review evaluation

* Tabled.

4.2 2019-20 DE Program Review Administrative Template (in progress) – Cathy Cox <https://webapps.redwoods.edu/programreview/>

* Cathy has been focusing on the planning items and the resource requests. Accessibility is our top priority followed by OEI consortium participation.
* Do we include a request for an Instructional Designer? Yes. We can iron out the details of the position later. The PRC will be reviewing and ranking the plans not just the resource request.
* We need to determine an appropriate stipend for POCR, $400 per person, two faculty per section for 5 sections.
* Is stable staffing for DE something we want to integrate into program review? This will be added to “support” for DE.
* DEPC will submit for BSI funding for professional development.

4.3 Local Peer Online Course Review Team (attachment and link)

* Tabled – further discussion by DE leadership.

4.4 Student Survey Sp 2019 (attachment)

* Tabled.

4.5 Summer Sections – support, class evaluations

* Tabled.

4.6 DE Plan 2019-2023 draft (added)

* What should we title the plan? 2019-2023 let us know it’s a 5-year plan.
* We do not have the capacity to change the affordability of online courses so we should update the language.
* Add piloting Ally (or other accessibility software) to list.
* The DE leadership will work on this at their next meeting.

1. Action Items

5.1 DE Plan 2019-2023 draft (attachment)

* Lisa would like to move this back to a discussion item before voting on it.

1. Future Agenda items
   1. Welcome letter to new online students
   2. Canvas Updates
   3. DE Plan 2019-2023
2. Announcements
3. Adjourn

* Meeting adjourned by Mark Winter at 12:58pm