**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.*

|  |  |
| --- | --- |
| **Committee Members** | Mark Winter (Co-chair) Mark Renner Wendy Riggs  Lisa Sayles (Co-chair) ~~Rianne Connor~~ James Hays  Stephanie Burres ~~Mike Butler~~ Jason Brewer  Vacant – Student Reno Giovannetti |
| **Preparation Needed** | DE Plan 2018-19 (attached) |
| Local POCR Building a Team (attached) |
| Online waitlist process (attached) and instructions for the [waitlist add process](https://www.redwoods.edu/Portals/72/Documents/Distance%20Ed/Faculty%20PermissionToAdd.pdf). |

**Notes**

1. Call to Order

* Meeting called to order at 10:08am.

1. Review Summary Notes if Available

* Meeting notes approved.

1. Member Reports

3.1 Information Tech-James

* Beginning August 3, 2019 Canvas will no longer support Internet Explorer. Recommended browsers will continue to be Chrome and Firefox.

3.2 Instructional Tech-Reno

* The Basic Skills Initiative is looking to fund some improvements in telepresence. This will include larger monitors and document cameras.
* Reno is seeking more official telepresence training for faculty. Faculty need to update their courses and teaching strategies around telepresence and aren’t really given adequate preparation to do so.
  + Could this be at least partially integrated into OTLT?
* Student survey – waiting on approval from VPI to send out.

3.3 Enrollment Services-Rianne

* Member not present.

3.4 DSPS-Jason

3.5 Faculty Coordinator-Lisa

* Online Teaching Conference travel approved through Guided Pathways. Based on availability it appears we have a couple open spots, do we want to send out a call or select based on utility (i.e Co-Presidents, union leadership, faculty developing online courses).
* Nine faculty are signed up for the next OTLT training.
* There is a part 2 of the POCR using the new rubric.
* There is a call for the CAN Innovate conference is open, if you can think of any presenters from CR let Lisa know.

3.6 Admin Coordinator-Mark

* Our application for funding for Ally has been tabled for the time being. The committee would like more information: what are other college’s experiences with the software, the IT needs for implementation, translation capability and accuracy?
  + The CSU system has purchased the software; it doesn’t appear HSU has implemented it.
  + The recorded demo is available at the link in the request, we will send that back out to the Guided Pathways Committee.
* Coming up with a plan for DE members who are on campus during the summer, how can we prepare for next year?

3.7 Other-

* None at this time.

1. Discussion Items

4.1 DE Plan (attachment)

* Revise over the course of next year with short-term and long-term goals that will guide the Committee. What do we want to accomplish by this time next year?
* Planning around Open Educational Resources.
* How do we communicate with the campus at large about DE issues and information? Blog, newsletter, email? Wendy will explore blog tools.

4.2 DE Sessions for Convocation

* Sessions have been requested.

4.3 Local Peer Online Course Review (POCR) “Building a Team” (attachment)

* Will continue work on this is the Dall.

4.4 Online Waitlist (attachment) and link above

* The waitlist process is only relevant to full 16-week courses in the Fall and Spring semester.
* Timeline established for Fall 2019.

4.5 DEPC membership (link-<https://internal.redwoods.edu/de>)

4.6 Other

1. Action Items

* None at this time.

1. Future Agenda items

* Have a good summer!

1. Announcements

* None at this time.

1. Adjourn

* Meeting adjourned at 11:36am.