**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) Ruthe Rhodes Wendy Riggs ~~Lisa Sayles (Co-chair)~~ ~~Rianne Connor~~ James Hays (t) Stephanie Burres ~~Mike Butler~~ Jason Brewer Vacant – Student Reno Giovannetti \* t indicates telepresence |
| **Preparation Needed**  | Student Survey Questions Sp 2019 |
| DE Plan 2019-2023  |

 **Notes**

1. Call to Order
* Meeting called to order by Mark Winter at 11:31am.
* Welcome Ruthe Rhodes!
1. Review Summary Notes if Available
* Notes approved as it.
1. Member Reports

3.1 Information Tech-James

* Nothing to report at this time.

3.2 Instructional Tech-Reno

* Discussion of future agenda items:
	+ Information to counselors
	+ Cost of Institutional License (SoftChalk). Our contract with SoftChalk is paid through May 10, 2020.
	+ Summer course evaluation loophole in CRFO contract.
	+ Waitlists for online classes.

3.3 Enrollment Services-Rianne

* Member not present.

3.4 DSPS-Jason

* DSPS Advisory committee membership has been updated. Reno and Mark would like regular updates and to possibly participate on the advisory committee in the future.

3.5 Faculty Coordinators-Lisa and Wendy

* Curriculum is moving forward. They would like to hold more trainings for OERs in the spring.

3.6 Admin Coordinator-Mark

* We will be submitted another SEA funding application for Ally software.
* EvaluationKit Pilot – how else can the software be utilized other than the course evaluations. Mark has reached out to the CRFO, does it require an MOU.
* Mark, the faculty coordinators, and Cathy Cox are writing a list of all of the activities of Distance Ed in order to establish the staffing needs of the area.

3.7 Other-

1. Discussion Items

4.1 Student Survey Questions Spring 2019

* Angelina would like to add a zip code field instead of nearest campus.
* There is a lot of overlap between response options. What are we trying to measure her? Motivation for selecting online.
* The DE leadership group will continue to fine tune the survey based on feedback.

4.2 DE Website

* We would like to update the website to that it is more useful and interactive. Reno and Brian Van Pelt (webmaster) will be meeting over winter break to begin revitalizing the webpage.
* The website currently has resources targeted at both students and faculty. Should we consider moving the faculty resources to the internal site?
* Instructions on how to register for classes are separate from the list of online classes on the website. Currently the list of online classes does not mention information on classes potentially being full or even cancelled.
* Is there a way to link the faculty orientation letter to the class or generate an email when students register?
* Reno, Wendy, and Ruth will meet in January to identify website priorities and then meet with Brian and the graphic designers to update the design.

4.3 DE Plan Priorities

* The DE plan has been completed. DE leadership has met to prioritize plans which is still in progress. Mark would like to lay out the plan more systematically at our first sprint meeting. In the meantime, if there is a goal that any committee member would like included please let him know.
* Ruth would like to know what our distance education goals around faculty – development, engagement, recruitment, etc.? Should these goals be more explicitly articulated?

4.4 Spring Meeting Schedule

* Stephanie will pull teaching and Outlook schedules and propose a meeting times for the Spring. Out first meeting of the spring will be January 24, 2020 from 12pm -1pm in SS 203D.
1. Action Items
* No action items.
1. Future Agenda items

6.1 Faculty Survey Questions

6.2 Local Peer Online Course Review Team

6.3 Providing information to counseling a checklist and information about Quest for Success and other resources.

6.4 Technology software costs – specifically Softchalk.

6.5 Summer Online Courses – evaluation loophole in CRFO contract.

1. Adjourn
* Meeting adjourned at 1:00 pm.