**College of the Redwoods Distance
Education Planning Committee
9/13/2016, SS 104, 2:30 – 4PM
Summary Notes**

1. **Meeting Called to Order:** Present: Cathy Cox, Lisa Sayles, James Hays, Mark Winter, Quang-Minh, Wendy Riggs, Reno Giovannetti, Rianne Conner, Crislyn Parker-support

2. **Introductions and welcome:** Done.

3. **Overview of DEPC mission/charge (see attached)**:
   - After review, there was **consensus** to leave the mission and charge statements as is.

4. **Summer Updates**
   a. Online Teaching Conference – Cathy, Reno:
   - Highlights: CR has already implemented many of the best practices discussed at the conference.
   - There was discussion about instructional designers; one practice is to bring in interns. San Jose state has a set up for virtual interns and we can get an intern from them. This is cost effective for CR; Intern positions are not paid; they earn college credit.
   - Cathy is having Garrett work on a module with library information to embed into courses.
   - **Consensus** to have Cathy do some research.
   b. Summary from Lisa's Brown Bag
   - Summary (attachment) from the Convocation DE Dialogue covers responses to three basic questions. Lisa is discussing with Angelina the possible revision of the DE Coordinator SARTCO to include more support for faculty.
   c. Telepresence
   - New tables in LRC 105 and a new receiving room in LRC 104.
   - Scheduling is still a bit of a challenge. Cathy is creating a "telepresence scheduling manual." A glitch occurs when instructors share the same computer for telepresence courses.
   - Baffles for DN ordered to assuage the echo, but need installation. DN is having internet issues.
   - Having both receiving and sending telepresence courses at DN at the same time, takes a lot of broadband. More availability at KT will help with this.
   d. EvaluationKit
   - The trial feedback was very positive; results reported professionally. CR is unusual by not getting student feedback on all courses.
   - At this time, signed MOUs authorize EvalKit be used only for online, and it may be used for other evaluations.
   - *Next step:* Angelina will find out who needs evaluations that can be set up through the tool kit.
   e. Canvas for Assessment
   - Outcomes planning is completed; ready to implement. After meeting with assessment committee members, information will be given to Deans. It will not be required to use Canvas for assessment.

5. **Review DEPC Outcomes:** action item for next agenda

6. **OTLT Update**
   a. Fall Schedule for offerings: 2 sections being offered 9/18 and 10/23
   b. Changes and revisions: CR has ~140 online instructors; 60 have taken certification courses; 80 show as 'grandfathered' but do meet OEI standards. The committee recommends phasing out "grandfathering" in favor of OTLT or @One training.

7. **OEI updates**
    a. SmarterMeasure
    - A learning readiness indicator (assessment) that helps determine readiness for a self-regulated environment of learning; it can be embedded in a course. (CR should receive this product through OEI free of charge as part of a module called Quest for Success.)
    - Working on the logistics.
    b. NetTutor
    - Trio and EOPS are using heavily and really like it. The DE budget could purchase one or two blocks of 100 hours each, to offer tutoring, initially for all online courses. "Cathy will find out how it is being used with Trio and EOPS.
    - **Consensus** to purchases one block and monitor for use. Maybe basic skills would be interested to embed in BS classes and could share costs.
    c. Proctorio and other proctoring options
    - Future agenda item. Proctorio is cost effective; $10/student for any tests all year.
    d. Canvas shell request form (for other than courses):
    - Request forms are completed by faculty and sent to DEPC for approval.
    - Discussed and agreed that setting up these sites as online collaboration for instructors is only a short-term solution. CR already has 42 extraneous Canvas sites. If the shell request is primarily for discussion, we can set up, but not it posting numerous files. Note: Discussions cannot be exported out of canvas.
    - We need a process to track the forms/requests.

8. **Future Agenda Items**
    - Logistics and operational use of WebX
    - Discussions on how to use Evaluation TookKit
    - Discuss a Committee recommendation to the Senate to phase out the "grandfathered-in" provisions in favor of requiring certification for online instruction.
    - Discuss whether in CR best interests to phase out OTLT in favor of @One training.
    - Proctorio proctoring option
    - DEPC outcomes: add as action item

Next meeting: Tuesday, September 27, 2016
"When the finger points at the moon, the fool looks at the finger." (Unknown)