

Distance Education and Technology Committee Agenda

Tuesday, September 26, 2017 L-201 3:00 p.m. - 4:00 p.m.

Type of Meeting: Regular

Please Review/Bring: Agenda Packet

Committee Members:

Perry Jehlicka, Co-Chair

Dr. Bonnie Suderman, Co-Chair

Cathy Hart, VPAA Co-Chair Designee

Dr. Tom O'Neil, Administrative Member

Walter Briggs, Counseling Faculty Representative

Dr. Scott Lee, AP&P Representative

Jimmie Bowen, Faculty Member

Mary Rose Toll, Faculty Member

Kathy Osburn Faculty Member

Dr. Ed Beyer, Faculty Member

Ken Sawicki, ITS Alternative Media Specialist

John Toth, AVFCT Member

Sheri Langaman, Classified Union Representative

Rick Shaw, ITS Management Member

Greg Krynen, ITS Technical Trainer

Mike Wilmes, Blackboard Administrator

Darnell White, IMC Representative

Guests:

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Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Meeting Agenda	Perry Jehlicka	
III. Opening Comments from	Perry Jehlicka	
Co-chairs	Cathy Hart	
IV. Open Comments from the		
Public		
V. Approval of Minutes	All	A. September 12, 2017 Meeting (attachment)
B. Discussion Items	Dr. Scott Lee	A. Distance Education Negotiated Items
	Perry Jehlicka	B. Developing Course Design Standards (Rubric)
	Dr. Ed Beyer	C. Lockdown Browser
C. Action Items	Perry Jehlicka	A. DETC Position: Instructional Designer (attachment)
	Perry Jehlicka	B. DETC Semester Goals (attachment)
	Dr. Ed Beyer	C. Lockdown Browser
D. Adjournment		
NEXT MEETING: 10/10/17		



Distance Education and Technology Committee Minutes

Tuesday, September 26, 2017 L-201 3:00 p.m. - 4:00 p.m.

Type of Meeting: Regular

Please Review/Bring: Agenda Packet

Committee Members:

Perry Jehlicka, Co-Chair

Dr. Bonnie Suderman, Co-Chair

Cathy Hart, VPAA Co-Chair Designee

Dr. Tom O'Neil, Administrative Member

Walter Briggs, Counseling Faculty Representative

Dr. Scott Lee, AP&P Representative

Jimmie Bowen, Faculty Member - ABSENT

Mary Rose Toll, Faculty Member

Kathy Osburn Faculty Member - ABSENT

VACANCY, Faculty Member

Ken Sawicki, ITS Alternative Media Specialist

John Toth, AVFCT Member

Sheri Langaman, Classified Union Representative

Rick Shaw, ITS Management Member - Mike Dioquino, proxy

Greg Krynen, ITS Technical Trainer

Mike Wilmes, Blackboard Administrator

Darnell White, IMC Representative - ABSENT

Dr. Ed Beyer, Instructional Designer

Items	Person	Action
I. Call to Order	Perry Jehlicka	The Distance Education & Technology Committee meeting of September 26, 2017 was called to order at 3:04 p.m. by Perry Jehlicka, Co-Chair.
II. Approval of Meeting Agenda	Perry Jehlicka	A motion was made and seconded to approve the agenda. Dr. Ed Beyer declared a point of order charging Jimmie Bowen and Darnell White's positions are vacant due to absences. Perry will reach out to both members for proxies and/or dismissal. Motion carried unanimously.
III. Opening Comments from Co-chairs	Perry Jehlicka Cathy Hart	Perry shared an <u>Echo360 video</u> . Echo360 Active Learning Platform is a service that integrates personal and classroom video capture, student engagement tools, and analytic tools to maximize student participation and engagement for both campus-based and online courses. The company would like to conduct a presentation to DETC.
IV. Open Comments from the Public		
V. Approval of Minutes	All	September 12, 2017 Meeting (attachment) A motion was made and seconded to approve minutes of the September 12, 2017 DETC meeting. Motion carried unanimously.
VI. Discussion Items	Dr. Scott Lee	A. Distance Education Negotiated Items Dr. Lee distributed DETC portions of the faculty contract, asking for

Approved: Distance Education & Technology Committee Meeting of October 10, 2017



		feedback by January 2018. Recommendations should be presented through the Senate.
		Open EnrollmentOffice Hours
		• Office Hours • 11.b
		• 11.e
		• 13.e
		Perry will include the request in the October 5, 2017 DETC report to the Senate.
	Perry Jehlicka	B. Developing Course Design Standards (Rubric) Perry presented Develop a course of action – 5 sections Rubric broken into 5 sections 1) Content Presentation 2) Interaction
		3) Assessment
		4) Accessibility
		5) Institutional Commitment
		Dr. Beyer suggested an online course review process - a panel of 4 expert faculty members would review, using the OEI established review process. All 89 unduplicated faculty sections will need to go through the process. Members agreed a standard for online courses is necessary, and to open the panel up for experienced faculty to serve. Panelists would complete necessary training. At this time the Faculty Professional Development Chair has approved Standard 3 flex credit for trainers. Perry is meeting with Kristine, pushing for a higher standard.
		Perry explained OEI will expect us to have a process in place at the local level over the next 12-15 months, to determine what courses meet the exchange requirements.
		Dr. Beyer offered to submit his course as a test pilot.
		OEI is available to conduct a <i>Design to Align</i> workshop in spring using the rubric.
		Perry will send the draft rubric around to everyone for suggestions.
	Dr. Ed Beyer	C. Lockdown Browser Change: Nursing group expressed urgency in having a lockdown browser for testing. OEI has a lockdown proctor. Greg Krynen reported the lockdown browser is already installed.
II. Action Items	Perry Jehlicka	A. DETC Position: Instructional Designer (attachment) A motion was made and seconded to make the Instructional Designer as a standing member of the DETC. Motion carried unanimously.



	Perry will take the Instructional Designer position to the Senate for approval when he presents the DETC semester report.
	A call will be made for Dr. Beyer's faculty representative position on DETC.
Perry Jehlicka	B. DETC Semester Goals (attachment) A motion was made and seconded to approve the DETC goals as presented. Motion carried unanimously.
Dr. Ed Beyer	C. Lockdown Browser – NO ACTION
	The Distance Education and Technology Committee meeting of
	September 26, 2017 was adjourned at 4:00 p.m.

Student Orientation

By the end of the Fall 2017 semester, develop and make recommendations on a process that will provide students and faculty with an accessible orientation to using Canvas for online and campus classes.

Course Rubric

Prior to the end of the Fall 2017 semester, develop and make recommendations on a college standard and rubric for developing AVC online classes; including the development and recommendation for a process to evaluate courses using the rubric. Utilize the rubric to submit at least one course to the OEI course exchange.

Faculty Skill Development

For the Fall 2017 semester, provide 45 hours of Student Equity sponsored Canvas mentor open labs. Identify, propose, and implement if appropriate, an ongoing process for developing and evaluating faculty proficiency skills in the use of Canvas and its integration into the distance education curriculum.

Instructional Designer Responsibilities

In collaboration with the DETC, design and develop Canvas LMS learning activities for faculty, evaluation processes for online courses, and course design standards that support student success and retention. The goal is to facilitate faculty in acquiring knowledge, skills, and competencies in distance education, and to establish and maintain a baseline quality standard for all online courses.

Responsibilities

- Create engaging learning activities and compelling course content that enhances student success and retention
- Work with subject matter experts and identify training needs
- Provide exercises and activities that enhance the learning process for faculty, and by extension students
- Create supporting material/media (audio, video, simulations, role plays, games etc.)
- Teach a minimum of one online course each semester
- Serve as a standing member of the DETC