



# Distance Education and Technology Committee Agenda

Tuesday, October 10th, 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:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. Next Meeting we will approve minutes 12, 2017 Meeting (attachment)
B. Discussion Items	Dr. Ed Beyer Dr. Ed Beyer	A. Online course Design Review Process B. Instructor Evaluation
C. Action Items		
D. Adjournment		
<b>NEXT MEETING: 10/24/17</b>		

# Distance Education and Technology Committee Minutes

Tuesday, October 10th, 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; LaQuenta Reynolds – Proxy\*\*  
Rick Shaw, ITS Management Member  
Greg Krynen, ITS Technical Trainer  
Mike Wilmes, Blackboard Administrator  
Darnell White, IMC Representative

Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>Meeting called to order</li> </ul>
II. Approval of Agenda	Perry Jehlicka	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>Motion approved of agenda</li> </ul>
III. Opening Comments from Co-chairs	Perry Jehlicka	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>Darnell is out on Medical Leave. Position is vacant</li> <li>Rick Shaw in process of replacing Darnell and or acquiring a proxy in lieu of Darnell.</li> <li>LaQuenta (Kwin) Reynolds is acting proxy in lieu of Sheri Langaman, Classified Union Representative and Nancy Masters.</li> <li>LaQuenta (Kwin) Reynolds will take notes and devise minutes for the meeting.</li> <li>ECHO 360 will present 60-75 minute DEMO during next meeting (10/24/17)</li> </ul>

		<ul style="list-style-type: none"> <li>• FLEX hours need to be submitted for the AVC Calendar ASAP</li> <li>• Greg Krynen will add workshops to Canvas</li> </ul>
IV. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
V. Approval of Minutes	All	<b><u>Issues Discussed:</u></b> <ul style="list-style-type: none"> <li>• Minutes were not available for review from the previous meeting</li> </ul>
B. Discussion Items	Dr. Ed Beyer Dr. Ed Beyer	A. Online course Design Review Process B. Instructor Evaluation <ul style="list-style-type: none"> <li>• Dr. Beyer placed online course Design Review Process and Instructor Evaluation on G: drive.</li> <li>• Perry brought and distributed copies to Committee Members</li> <li>• Dr. Beyer created a pseudo diagram of the Online course Design Review Process and Instructor Evaluation Process</li> <li>• OEI rubric/matrix process developed</li> <li>• Section D (Deficiencies)- Faculty responsible for verifying vendor compliance (NOTE: deficiencies are not contingent upon content)</li> <li>• OEI providing course development for online courses to ALL local colleges</li> <li>• Arbitration clause needs to be created and devised, especially to resolve conflict involving deficiencies.</li> <li>• 2-in-1 available: <ul style="list-style-type: none"> <li>➢ Assessing Digital Learning and Creating Accessibility</li> <li>➢ Fee \$65</li> <li>➢ OEI FREE coupon for Faculty</li> </ul> </li> <li>• Perry sent out OEI course design rubric</li> <li>• Panel for rubric discussion will be created</li> <li>• Committee will suggest proposed panel and Dr. Beyer will create and devise a draft proposal and send out to committee members.</li> <li>• Board involvement on Panel?</li> <li>• Training completion</li> <li>• Dr. Beyer will publish “Calling” for Panel</li> <li>• 3<sup>rd</sup> party software needs to be addressed with vendors!</li> <li>• DRAFT – (online course Design Review Process and Instructor Evaluation on)</li> <li>• Online Instruction Evaluation Process is used for documenting. It does NOT define training and qualifications.</li> <li>• Dean’s need to undergo and complete training. Workshops for Dean’s ONLY will be available and provided.</li> <li>• Suggested/Recommended a creative training evaluation course in Canvas.</li> </ul>
C. Action Items		<b><u>Issues Discussed:</u></b>
D. Adjournment		<b>Meeting adjourned at 4:00 pm</b>
<b>NEXT MEETING: 10/24/17</b>		