



<b>Distance Education and Technology Committee Agenda</b>	<b>Tuesday, March 12, 2019 3:00 p.m. - 4:00 p.m., L-201</b>
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**Type of Meeting:** Regular  
**Please Review/Bring:** Agenda Packet

**Committee Members:**

- Perry Jehlicka, Faculty Co-Chair
- Greg Bormann, VPAA Co-Chair Designee
- Administrative Council – *VACANT*
- Stephanie Mattila, Counseling Faculty Representative
- Dr. Scott Lee, AP&P Representative
- Jimmie Bowen, Faculty Member
- Dr. Rona Brynin – Faculty Member
- Mary Rose Toll, Faculty Member
- Mary Jacobs, Faculty Member
- Ken Sawicki, ITS Alternative Media Specialist
- John Toth, AVFCT Member
- Sheri Langaman, Classified Union Representative
- Dr. Ed Beyer, Instructional Designer
- Dean LoNigro, ITS Management Member
- Greg Krynen, ITS Technical Trainer
- Mike Wilmes, Systems Administrator
- Shirlene Thatch, 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 Greg Bormann	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. February 26, 2019 DETC Meeting (attachment)
VI. Discussion Items	Dr. Ed Beyer Perry Jehlicka Perry Jehlicka	A. Canvas Shell as a Distance Education Resource B. AVC Online C. <a href="#">DETC Handbook - Update</a>
VII. Action Items		
VIII. Adjournment		
<b>NEXT MEETING: 3/26/19</b>		



<b>Distance Education and Technology Committee Minutes</b>	<b>Tuesday, February 26, 2019 3:00 p.m. - 4:00 p.m., L-201</b>
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**Type of Meeting:** Regular  
**Please Review/Bring:** Agenda Packet

**Committee Members:**  
 Perry Jehlicka, Faculty Co-Chair  
 Greg Bormann, VPAA Co-Chair Designee - *ABSENT*  
 Administrative Council – *VACANT*  
 Stephanie Mattila, Counseling Faculty Representative  
 Dr. Scott Lee, AP&P Representative  
 Jimmie Bowen, Faculty Member  
 Dr. Rona Brynin – Faculty Member  
 Mary Rose Toll, Faculty Member  
 Mary Jacobs, Faculty Member  
 Ken Sawicki, ITS Alternative Media Specialist - *ABSENT*  
 John Toth, AVFCT Member  
 Sheri Langaman, Classified Union Representative  
 Dr. Ed Beyer, Instructional Designer  
 Dean LoNigro, ITS Management Member - *ABSENT*  
 Greg Krynen, ITS Technical Trainer - *ABSENT*  
 Mike Wilmes, Systems Administrator - *ABSENT*  
 Shirlene Thatch, IMC Representative  
 Guests:

Items	Person	Action
I. Call to Order	Perry Jehlicka	3:05 pm
II. Approval of Agenda	Perry Jehlicka	Approved
III. Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	Greg Bormann is out for this meeting. Perry also updated the committee on some OEI items.
IV. Open Comments from the Public		None
V. Approval of Minutes	All	February 12, 2019 DETC Meeting (attachment) Approved
VI. Discussion Items	Dr. Ed Beyer Perry Jehlicka Perry Jehlicka	A. Canvas Training Update <ol style="list-style-type: none"> <li>a. Dr. Beyer is continuing to offer training, more new people are showing up. He's considering making some 1 hour training videos to stream online, but still keep the 3 hour training sessions offered in person now.</li> <li>b. Dr. Beyer has been invited to attend an online conference for CAN.INNOVATE, for Canvas training. If it looks good/helpful, it may be something good to offer on campus later.</li> <li>c. Results from online training were discussed – how to measure them, improve them, make it more outcome based, maybe a practical exam? The POCR would need to look at the item(s) created and determine if this showed an acceptable level of understanding.</li> </ol>

		<p>B. AVC Online Plan (attachment)</p> <ul style="list-style-type: none"> <li>a. Perry has been working with Stephen &amp; ITS to make changes to the website, which will hopefully be completed soon. Ideally before next semester. Perry asked the committee members to gather info and links, then Perry can combine them with help from ITS. May help things go quicker.</li> </ul> <p>C. <a href="#">DETC Handbook - Draft</a></p> <ul style="list-style-type: none"> <li>a. Dr. Beyer will create an Archiving How-To to be placed on the website, along with purge dates.</li> <li>b. The idea of putting the Handbook info on the website was discussed. Wouldn't need the physical Handbook if all of the same info was up on the website. Could give it its own shell, which would make is more accessible to the rest of the faculty. Perry will contact ITS and get more info on how this would work and if it can work. All of the committee members would have access in order to help build it.</li> </ul>
VII.	Action Items	None
VIII.	Adjournment	3:46 pm
IX.	<b>NEXT MEETING:</b>	<b>3/12/19</b>

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