



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:

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Meeting Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka 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 Perry Jehlicka Dr. Ed Beyer	A. Distance Education Negotiated Items B. Developing Course Design Standards (Rubric) C. Lockdown Browser
C. Action Items	Perry Jehlicka Perry Jehlicka Dr. Ed Beyer	A. DETC Position: Instructional Designer (attachment) B. DETC Semester Goals (attachment) C. Lockdown Browser
D. Adjournment		
NEXT MEETING: 10/10/17		



Distance Education and Technology Committee Minutes

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3:00 p.m. - 4:00 p.m.

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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	<i>A motion was made and seconded to approve the agenda.</i> 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. <i>Motion carried unanimously.</i>
III. Opening Comments from Co-chairs	Perry Jehlicka Cathy Hart	Perry shared an Echo360 video . 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) <i>A motion was made and seconded to approve minutes of the September 12, 2017 DETC meeting.</i> <i>Motion carried unanimously.</i>
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



	<p>Perry Jehlicka</p> <p>Dr. Ed Beyer</p>	<p>Perry will take the Instructional Designer position to the Senate for approval when he presents the DETC semester report.</p> <p>A call will be made for Dr. Beyer's faculty representative position on DETC.</p> <p>B. DETC Semester Goals (attachment) <i>A motion was made and seconded to approve the DETC goals as presented.</i> <i>Motion carried unanimously.</i></p> <p>C. Lockdown Browser – NO ACTION</p>
III. Adjournment		The Distance Education and Technology Committee meeting of September 26, 2017 was adjourned at 4:00 p.m.
NEXT MEETING: 10/10/17		

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