

## Distance Education and Educational Technology Committee

### Meeting Summary

Wednesday, May 2, 2018, 2:00 p.m. to 3:00 p.m., Center for Academic Excellence (18-206)

#### Members Present:

Paul Hankamp, Fermin Irigoyen, Judy Lariviere, Teresa Morris, Rosemary Nurre, Erica Reynolds, Chris Smith, Spencer Paing (Student Representative)

#### Action on Agenda:

Approved meeting agenda.

#### Action on Meeting Summary:

Approved previous meeting summary. Below are follow-up comments to the previous meeting:

- Inclusive Access
  - Rosemary has a question about why student think IA is unfair. She did note that a disadvantage is that the e-book is only available for one semester. She asks what we can do to sell or explain IA to students.
  - Paul mentioned that we discussed there needs to be more education for faculty around IA.
  - A recommendation is a Flex Day workshop with James and some faculty and students who are successful using IA.
- Online Community for Faculty to Share Canvas Best Practices
  - Rosemary would like some site for faculty where we post questions
  - Chris Smith from ITS recommended joining the [Teaching in Higher Ed slack channel](#) for free by entering you email. If you like it, you can install the app on your PC and phone. He also recommended immediately setting up your notification preferences so you don't get one unless you are specifically mentioned in a post.
- Creating Videos for Online Classes
  - Rosemary believes if we want to create video lectures, then the college should provide a professional editing room. Recommends having a professional studio with a camera and lighting.

- Judy says that video is important to have video to create engagement and connection with DE students. Also appeals to different learning styles.
- Chris Smith says there are resources like himself, KSCM, Communication and Marketing,

**Issues Discussed:**

1. Canvas Training Budgets add hours to the color bars
  - 1.1. Accessibility - 8 faculty per year
  - 1.2. Online Teaching - 10 faculty per year
  - 1.3. Intro to Canvas - 10 faculty per semester
  - 1.4. Comments
    - 1.4.1. New faculty needs a their own cohort. Will new faculty compete with veteran faculty.
    - 1.4.2. Providing a course template Top 5 things to know about Canvas
    - 1.4.3. How to fold-in adjuncts or think about adjuncts for on-boarding adjuncts in Canvas
    - 1.4.4. Add hours to timeline
    - 1.4.5. Move budget so that F2F is after Accessibility
2. Fall 2018 DEETC Membership and Meeting Times
  - 2.1. Will you be returning? Anyone in your Division express interest?
  - 2.2. Shall we move back to first Tuesdays at 12:30 PM?
    - 2.2.1. Tuesdays and Thursday work.
    - 2.2.2. Need to create a Doodle poll
  - 2.3. If not, when would you like to get a Doodle Poll?
    - 2.3.1. Send out doodle poll asap
  - 2.4. Sue Hwang An from ESL would like to join us this Fall
3. OER Update
4. Agenda Items for Next Meeting
  - 4.1. Feedback on Participatory Governance DEETC Document (Fall 2018)

**Next Meeting:**

TBD.

**Summary Prepared by:**

Erica Reynolds on May 2, 2018