

**Distance Education and Educational Technology Committee  
Meeting Summary**

Tuesday, March 15, 12:30 p.m. to 1:30 p.m., 18-206

**Members Present:** Tania Beliz, Diana Bennett, Jacqueline Gamelin, Joe Mangan, Lee Miller, Rosemary Nurre, Chris Smith, Jennifer Taylor-Mendoza, Jing Wu

**Guests Present:** Lewis Kawahara and Charlene Frontiera

**Action on Agenda:** Approved agenda

**Action on Meeting Summary:** (February 2, 2016) Approved meeting summary with the following changes:

- District canvas OEI update: “Rosemary said no one reads” → “Rosemary said very few people read”
- Canvas implementation team: 3<sup>rd</sup> bullet: “The team attended” → “Jennifer, Tanya, Diana and Theresa attended”

**Issues Discussed:**

- Instructional Technologist Position Update
  - Jennifer announced that the Instructional Technologist position has been filled, pending board approval.
- District Update – Diana
  - Diana announced that Academic Senate is working on revising policies and procedures 6.2 & 7.2 (regular contact). Draft changes will be brought to DEETC for review to advise the CSM & District Academic Senate.
  - Rosemary asked about coordination between colleges to limit the number of online classes in the same topic offered so that fewer are canceled due to low enrollment.
  - Diana said that this is under discussion but currently there’s no formal process for consultation among the deans in this way.
  - Diana said VPIs have data on how often this occurs.
- Distance Education Plan Update
  - Jennifer said that IPC is still reviewing it.
- Overview of Canvas Implementation Plan
  - Jennifer presented the Canvas Implementation Plan and the Canvas Transition Work Plan, including Action Steps, Outcomes, Lead, Timeline, and Policies & Procedures. Tasks: Campus Communication and Information, Faculty Training, Course Identification for Canvas Transition, Accessibility Compliance, Third-Party Products Compliance, Regular &

Effective Contact Policies, Course Review & OEI Rubric Compliance, and Academic Senate Resources.

- Canvas transition website is up and running. Cohorts of faculty volunteers will be piloting Canvas in summer and fall. There will be training available. By summer 2017, all courses will be on Canvas rather than WebAccess.
- Per OEI Rubric for SMCCCD, CSM will need to determine the number of training hours required for new online instructors and required hours for current online instructors. Each college will implement this individually. Future of STOT training has not yet been decided.
- Diana expressed concern about whether there will be sufficient resources available to help faculty to comply with accessibility requirements, such as captioning videos.
- NetTutor for students in online classes will be piloted in summer.

Meeting adjourned at 1:27 pm

**Agenda for Next Meeting:** TBD

**Next Meeting:** April 19<sup>th</sup>, 12:30 p.m. - 1:30 p.m.

**Summary Prepared by:** Lee Miller on 3-15-16