Tuesday, May 2, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Members Present: Tania Beliz, Diana Bennett, Fermin Irigoyen, Steven Lehigh, Trang Luong, Joe Mangan, Erica Reynolds, Jasmine Robinson, Jennifer Taylor-Mendoza, Laurie Chin (Student Representative)

Action on Appoint Note-Taker: Jasmine Robinson volunteered.

Action on Agenda: Approved meeting agenda.

Action on Meeting Summary: Pending approval based on the following amendments for previous meeting summary (March 7, 2017):

- Tania commented that currently the evaluator has access as a non-editing instructor, can view everything and send messages to the students. Tania needs to be able to see the exam, but doesn't need to go into the test bank.
- Erica recommended we stick with strict permissions and only open things as-needed
- Keep evaluator permissions
- Tania mentioned on section E – that the online and in-person class should both follow the COI course outline of record. The online course and the face-to-face class are the same. Only difference is the delivery of the course.
- Tania mentioned on Part III section A – change "reactive" to proactive.

Issues Discussed:

I.   Review DE goals, objectives and tasks for 2017/2018 – 2020/2021
    A. Goal One
        i. Objective One
            a) IPC is re-evaluating its goals in the Fall and have decided to create a modified version of the District Goals that are customized to our unique institutional needs. Examples of emphasize is Professional Development.
            b) Fermin asked who we communicate the outcomes of this meeting? Jennifer responded that it goes to IPC.
        ii. Objective Two
            a) It is effective and part of the accreditation process.
        iii. Objective Three
            a) Created online support services group. Now we are looking at the data of programs implemented and if they are effective.
        iv. Objective Four
            a) Need to review and evaluate the library service
    B. Goal Two

    i. Objective one
        a) Not sure if we have anything documented on why we are offering classes in distance education mode. Diana Bennett mentioned "access." Tania mentioned the DEAC report created by Jing Luan that focuses on the push for distance ed and benefits.
    ii. Objective Two
        a) Would be good to have that information on the csm website and not just the DE gateway. Do online classes have to offer proctored exams?
        b) Ensure we bring this back to our divisions to ensure the information we have is accurate
    iii. Objective Three
        a) Right now most of our online students are also face-to-face students.
        b) We need to develop e-counseling and training. Jaz mentioned she is meeting with the deans of counseling regarding online counseling solutions.
        c) Steven asked if it should matter of the student is online or face-to-face before we offer them counseling. Why not offer the online services to the face-to-face students too.
        d) Tania – The goal is every service we offer to in-person should be available online.
        e) Steven mentioned that all online services should be available to everyone

C. Goal Three
    i. Much of what we already discussed. Maybe we should change distance education students to distance education courses.
    ii. Objective Two
        a) Accessibility (Wrong order?)
        b) Jasmine recommended State Chancellor's Office tools (3C media, pdf forms, tenon)

D. Goal Four
    i. It is about breaking down the course to make it happen. Nuventive, by TracDat and aggregation of data
    ii. Objective Three
        a) Moved it into an area where we are looking at the course as opposed to faculty evaluations.
    iii. Objective Four
        a) Looking at current surveys. Confirm exit surveys and others.

    E. Goal Five
- i. Objective one
    - a) Continue as we have
- ii. Objective two
    - a) How are we addressing the needs of online students?
- iii. Objective three
    - a) Establish guidelines and may be through the procurement process. Are the materials accessible? Does it integrate with canvas? We need a set of questions to bring to publishers.

    F. Goal Six
- i. Hoping to get at least a part-time DE coordinator role. Trying to establish a cycle of online courses. Need a three year planning cycle instead of rushing to do things the summer before.
- ii. Jennifer said that they have a list of things they are doing that would be done by a de coordinator (faculty position). Begin to have those conversations with Sandra.

II. Other Discussion items
- A. What is the refresh cycle for hardware for faculty teaching online?
- B. Jennifer mentioned redesigning this meeting space. They are meeting with facilities and hoping to redesign this space.
- C. Jennifer mentioned the strategic goals is in draft format now, please look, and get back to us.
- D. Jasmine mentioned helpcenter and that the Canvas support was $15K cheaper. Steven said that it may be worth $15k to have a helpcenter solution that is familiar with both WebAccess and Canvas so when faculty have migration questions then they can have their hand held. Canvas support would not be able to answer the question "I used to do this in WebAccess, how do I do it in Canvas?"
- E. Jennifer asked about Turn-it-in and Vericite. Discussion about running them concurrently so we can compare the accuracy of the results. There is some concern that Vericite does not have the depth of repository as turn-it-in. Faculty want accuracy over everything else.

III. Agenda Items for Next Meeting
- A. Select Faculty Co-Chair for DEETC

Next Meeting: September 3rd, 12:30 p.m. - 1:30 p.m.
Summary Prepared by: Jasmine Robinson 05-02-17