# Distance Education Committee Meeting Minutes from 4/26/18

Present: Karen Bishop, Sherie Burgess, Sarah Phinney, Elisa Queenan

1. **Minutes from the 4/12/18 meeting** - Approved.
2. **DE Plan update** – The Distance Education Plan was approved by the Academic Senate on 4/13/18 and also by College Council on 4/16/18. Two minor changes to the plan were made after approval. One was the addition of a statement that data will be examined to allow us to better serve students with disabilities in online and hybrid classes. The other change was that the plan was given a date range of 2018-2020.
3. **Online Faculty Handbook** – Sam gave a quick first read through the proctoring section and gave preliminary approval of it. He will follow up with me once he has had a chance to read it more thoroughly. If Sam approves of the changes, Sarah will forward it to the Academic Senate, requesting approval at their first meeting in the fall.
4. **Suggestions for flex-day** –
   1. DE Related: 1) Roundtable discussion and Drop-In Help; 2) Humanizing your Online and Hybrid Courses (include stats that show student success improvements with more instructor presence); 3) Accessibility
   2. Non-DE: Set-Up Your Gradebook in Canvas for Face-to-Face Courses (Facilitator: Elisa Queenan)
5. **NetTutor funding** – Sarah will submit funding for NetTutor in two separate requests. The first request will be submitted immediately and will cover the summer term. The second request will be submitted if necessary, in August to cover the fall term. The second request may not be necessary if our OEI Consortium membership includes free NetTutor service.
6. **End of Year Committee Report** – See attached.
7. **Changes to Canvas** – Over the summer the following changes will be made to our Canvas sites: Ability to set pop-up messages for students; Barns & Noble link added; ConferZoom link added; 3CMedia link added; UDOIT tool added which will help instructors to verify that their course is accessible; CCC Confer link will be removed.
8. **Fall 2016 DE student survey results** – The survey results from our fall 2016 online student satisfaction survey were shared with the group. See attached. There were no real surprises in the data.
9. **Fall meeting times** – The committee will be meeting on the 2nd Wednesday of the month, from 1:00 – 2:00, in the fall.