# Distance Education Committee Meeting Minutes

## December 2, 2019

Present: Karen Bishop, Joy Lawrence, Sarah Phinney, Elisa Queenan, Maria Roman

1. **Minutes of 11/4/19** - Approved.
2. **PC-POCR update** – Still waiting on response from our stipend proposals.
3. **Online counseling presentation** – On November 21st, Ana Ceballos, Araceli Carranza, Roberto Maqueda, and Sarah gave a presentation of online counseling and support services for online students, to educational advisors and counselors. The presentation was well received, with many in attendance wanting to enroll in the online counseling training course offered by OEI. To further the efforts in increasing and improving online counseling, Roberto will chair a committee that will focus on evaluating and improving online counseling.
4. **Online degree expansion goals** – The committee members took ideas for expanding online degree offerings to their divisions for input. The outcome of those meetings resulted in the following recommendations which Sarah will forward to Primavera.
   1. History AA-T degree – Develop all core course requirements with an online option.
   2. Business Administration AS-T - Develop all core course requirements with an online option.
   3. Anthropology AA-T degree - Develop all core course requirements with an online option.
   4. Administration of Justice AS-T degree - Look into the possibility of offering all of the required courses in an online format.
5. **Canvas Student App** – Over the course of several months, Karen had been hearing from her students that they were not seeing things on her course homepage when they tried to view the course on their phones. Karen confirmed, when meeting with a student, that the Canvas student App was not loading the course’s homepage when students logged in to their course. However, in a recent visit with a student Karen confirmed that whatever was happening previously seems to have been fixed. Now, students still do not see the course homepage, but there is a prominent link to view the homepage right at the top of the screen, which was not there before. If you, or your students, ever notice something not working correctly on Canvas, the quickest way to get help is to call the Canvas support line at 844-602-6285.
6. **Spring meeting times** - Since Roberto is only available on Tuesdays and Wednesdays, we will try and schedule our spring meetings for one of those days. Elisa did not yet have her spring schedule finalized, so she will email Sarah once she has it, and Sarah will try to set up a mutually agreeable time.