

**Distance Education Committee
Minutes for March 13, 2020
Emergency Meeting**

Present: Joy Lawrence, Roberto Maqueda, Sarah Phinney, Elisa Queenan

1. **Suggestions for helping faculty and the college prepare, just in case President Habib moves all classes to remote instructions:**
 - a. **Create a Canvas site for each division** – Sarah will contact division chairs with this offer.
 - b. **3-weeks online** - Faculty should have the next 3-weeks of their courses converted to online. We don't know at this point if we will move online, but the current thinking is that if we do, we should be prepared for at 3-weeks online.
 - c. **Plan for face-to-face workshops during spring break** – Workshops can be led by DE Committee members and Faculty DE Mentors.
 - d. **Remote Ready Template** – Sarah developed a Canvas course template that faculty can use to jump start their moving their courses online. Sarah asked the committee to take a look at it and send her feedback.
 - e. **3-Week Online Plan** – Sarah also developed a guideline for teaching remotely for three weeks. Input on this plan was solicited from the DE Committee.
 - f. **Cranium Café Training** – Roberto has scheduled training for all counselors and advisors for the week after spring break.
 - g. **Cranium Café Cards** – Roberto will be working on having counselor's Cranium Café Cards displayed somewhere on the Website. The cards will indicate who is currently online, so a student could "knock on their door". They can also send messages to them through those cards if they are offline. Roberto will keep the Committee in the loop when those cards are created.
 - h. **Rooms for training** – With the possibility of conducting training during spring break, and with the goal of having a maximum of 10 people in each training event, the following rooms were identified as locations for trainings: LRC513, LIB449, Commons A, Commons B, FA1, and Learning Center. We could also offer online training options through Zoom for anyone who could not make it to an on-campus training.
 - i. **Training schedule** – Sarah will draft a preliminary training schedule using the rooms identified at 3-hour long sessions. Using the faculty mentors and DE Committee members as facilitators, and trying to keep the sessions divided by divisions.
 - j. **Training outline** – Sarah will draft an outline for the trainings and send that via email so the committee can have input.
2. **Next Meeting:** Tues. April 21st (11:35-12:40)