Next meeting we will have two sets of notes to look over. 
Ask Phillippa for notes she took last meeting

**Moodle Use Programming**

- Visual small changes  
  - Guest access  
  - Two column format
- Not upgrading to new version
- Timeline: faculty will have access to shells on the 9th
- Friday 12/9 DE Coordinators should communicate that Moodle shells are open

**Student Support Services**

Shibboleth: single access point for students

- Single sign on for students can access PeopleSoft, Canvas etc
- Student services needs  
  - Possible to include “button” to link students to online tutoring  
  - Counseling, financial aid, tutoring, library services, application/assessment/orientation  
  - How to get this on the District radar and push for these services at all four campuses
- VPI’s and VPSS need to lead the charge  
  - Canvas is customizable  
  - Autonomy is important but all campuses should have uniformity  
  - Students should be prepared before taking an online class  
    - Student readiness support should be centralized  
  - Cranium cafe and other platforms pushed at the district level  
    - Baseline support service  
    - Starfish?  
    - IT integration with multiple products is complicated
  - What are different softwares and costs? We need someone to research and make proposals?
  - Multiple solutions for each campus and come up with one solution for all
  - Go with OEI’s recommendations
  - This should be looked at as a 5th campus - use this platform and these tools in a consistent way
  - Support services: one central service and system
- Proposal: own this document as a committee and pass it forward to the District and IT  
  - Recommend that there is uniformity with ALL student services across all campuses
Send it to IT Steering Committee, campuses DEC, senates, cabinet
Process launched for evaluating, assessing and processing different software
Inger will formalize as a PDF and send it to the groups mentioned above (after checking with 3 authors)

Canvas Transition Planning

- See Alexis’ transition plan
  - Train the trainer
  - Migration clinics
  - Summer institute
  - Coordinator for Canvas
- Include the DE Checklist from the OEI as baseline for what we want to see in people’s courses
- We need to decide what the district will provide and recommend what NEEDS to happen
- Collaboration of student services is necessary but we should morph this into what the District is going to pay for and what the colleges can supplement
- 3-4 trainers proposed
  - Colleges put at a huge risk
  - Trainers versus trained faculty
- How many classes can be launched in the Fall pilot ??
- DE coordinators and college administrators need to make a proposal for fall
  - 25 online, 25 face to face?
- Costs for technology integration in the budget - can it be added?
  - Will be worked out separately
- Fix: Moodle is 10,000 for year to host
- Recommended changes to Alexis’
  - Designated special trainers: 3-4
  - Trained Canvas people: 16
  - Change the training to last week of school and the week after
  - Different roles people have as a result of the training, clarify expectations
  - Add migration clinics
  - Specify how much should be included in shells
  - DE coordinating roles and ITC role?
- Instructional design consultant: bring someone in the spring
  - Vice presidents can offer 12 hours of training for ID
    - Ideal for spring, give first cohort more support
    - Don’t build courses and have to redo it later
- Ask if Canvas provides Instructional Design
- Make a change to include 6 DE Coordinators for spring
- Add DISTRICT before Institutional Training Coordinator ITC
  - Alexis will serve
- Add assessment checklist
DE Coordinators Role and Responsibility

- Attend tech committee meetings
- Attend curriculum committee meetings
- Attend DE coordinator/DE subcommittees
- Assist faculty in designing, developing and managing DE courses
- Assist faculty in the use of Moodle
- Keep up to date with DE research and best practices
- Assist with online evaluation of instructors and courses
- Assist in course migration
- Providing professional development in the form of on-campus trainings for faculty
- Assist and lead the colleges in the transition to canvas

Summer DE Coordinators

- .25 release for summer
  - Bigger impact
  - Expectations of moodle support plus canvas implementation
- Don’t forget to communicate this info
- Ask for recommendations to fill new seats in DE coordinator