

District Distance Ed Committee Meeting Notes

Sept. 12, 2016

Committee members present:

Ed Loretto, Alexis Alexander, Inger Stark, Ann Buchalter, Matt Goldstein, Mike Orkin, Chelsea Cohen, Linda McAllister, Theresa Rumjahn, Chioma Ndubuisi,

Committee members absent:

- Tim Karras, Vinh Phan, Tina Vasconcellos, Justin Hoffman

Guests:

- Mike Orkin, Luis Pedraja, Mario Rivas, Phillippa Caldeira

- Welcome/Introductions
- Review/updates from spring 16 and summer 16 meetings/retreat
- Matt Goldstein moved to select committee chair for 2016-2017 year. Inger was unanimously elected as chair of the committee for fall 2016. Committee chair for spring 2017 will be visited at a later date.
- Alexis Alexander agreed to serve as Committee's representative on the District Technology Committee
- It was brought up that the colleges are often in the dark about what is going on with Distance Ed.—recommend that the DE committee maintain a webpage—need was noted –webpage is on the radar -Chair of committee stated that we'd revisit at next meeting (?) and decide who maintain page

Standing Item: Moodle Use/Programming

Suggested that programming decisions/options be determined as a committee rather than decision being made by one or two individuals (generally programmer) as it has been in the past.

Items discussed:

1. Default edit panel/option will be turned on—currently not available (I think that's what I wrote—can't read my writing! Will bring laptop next time)

2. Faculty will not be granted the ability to delete News Forum –instead it was recommended that instructors can hide the forum if not using as an active part of course
3. FERPA violations around adding student workers to online courses. Decided that for now they'd be given student access only—To be Discussed in the future

Review/edit/approve/forward Summer Retreat Recommendations:

Committee voted to move the recommendations forward to the DEC **without** changes.

- Motion to move forward: Mike Orkin
- Second: M. Goldstein
- All approved/0 abstain/object

Discussion/Identification of fall projects and leads:

1. Develop PCCD Webpage to host discussion about Canvas (moving to canvas, Moodle vs. Canvas, training, etc.)
 - Team: Ann Buchalter, Linda McAllister, Inger Stark
2. Develop Canvas transition plan/timeline/team
 - Alexis Alexander, Chelsea Cohen, Inger Stark

***As these projects will (should) have a direct influence on the remaining fall goals, the committee elected to tackle these two issues before moving on to addressing the remaining goals:

1. Review and revise de committee charge and membership
2. Develop plan to better meet/ track/ address/assess student experience, support, and success
3. Develop district wide DE addendum
4. Review and Revise DE coordinator duties
5. Changes to PCCD polices and admin procedures