**DE Committee Meeting Notes: 9/26**

**Members present:** Inger Stark, Alexis Alexander, Ann Buchalter, Chelsea Cohen, Linda McAllister, Theresa Ramjahn, Chioma Ndubuisi, Matt Goldstein, Vinh Phan, Justin Hoffman, Tina Vasconcellos

**Members absent:** Tim Karas, Ed Loreto

**Guests:** Mike Orkin, Phillippa Cladeira

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**Updates**

**DE webpages related to Canvas** - Linda, Anne and Inger met and drafted content

- Did research of other schools website - developed drafts
- Draft content loaded up by Justin Hoffman

**Draft transition timeline** - Inger, Alexis and Chelsea met to create a draft timeline

- Draft presented today to review

**District wide support for Canvas transition and DE addendum** - Inger went to CIPD and DAS to advocate for both

**Other** - Mike and Inger met with Luis Padraja and Yashika Crawford - talked about the transition; need increased admin involvement

- Develop full cost analysis
- Engage the OEI
- Need to assess the IT compatibility
- Switch Srujana to a full time position

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**Agenda Projects Today**

**Edits to Draft Transition Timeline**

**Edits for Fall 2016**

Projects to add:

- Project planning timeline
- @One for 2100 dollars will run a Canvas class and two people can be trained to be teachers of the class (Happen in the spring)

BCC: maintaining enrollment throughout the semester is the issue
DE Teachers are spending a lot more time creating course content, more than with F2F classes
State Chancellor has developed a TON of support for students
Research implications for students as we roll this out

BCC has a faculty inquiry group
Should have admin and student representative
Every online course should have an online video of introduction

Another meeting to brainstorm:
What would this two year plan for faculty?
Where are we missing the boat for students?
How would we make these courses rich and accessible?
Bring in student services and group of students
Chioma could have one hour to do faculty planning

*Edit for Spring 2017*
Canvas can train trainers - 20 people. We can pay more to have more classes
Launch contract in March - lasts 9 months
They send out IT team to meet with ours
How do they build IT systems together - people soft integration with Canvas

Will we hire an ID?
IT people at Skyline have technicians (4 professionals)
- 2 instructional designers: support in course design
- Canvas technician: work with SIS, integration of systems
- Accessibility: layouts are accessible to visually/hearing impaired

DE Coordinator role might shift
Reassess this role in the spring because job description has not been renegotiated
What will ongoing faculty roles look like?

Content vs technical issues
Should these be distinctive roles?
We don’t raise the same kind of concerns in classroom teaching (in terms of pedagogy)
Training for administration
Where do you build accountability for online teachers?
Develop a faculty level approval - a course shell has to be set up and approved before that person can teach online
Use the OEI model so as not to reinvent the wheel

*Canvas Transition and webpage discussion:*
Questions for the OEI: privacy concerns with Google, Facebook, Twitter, etc…
Finish the content on the website?
- FAQ’s - Alexis
- Instructor Resources and Training - Alexis
- Timeline - Inger to Justin or Mike to put up
- Moodle and Canvas crosswalk - Anne

Process of training for students, faculty should start NOW
It is going to cost a LOT if we want to do this right (must be part of overall cost analysis)

***next meeting*** - committee develop a big-picture vision for DE (and transition) and develop advocacy plan for ensuring: quality instruction, adequate professional development, excellent student support, data requests on peralta’s DE history and trends, and review/use of effective practices that are based on OEI model and resources