



DE Task Force Committee Draft Agenda

NOV. 17, 2017

11:00 AM-1:00 PM

L347B

FACILITATOR	Tracy Schaelen
MEMBERS	April Brenner , Luke Cuddy, Patricia Flores-Charter, Tom Luibel, Mia McClellan, Somer Meade (Virtual), EJ Park , Toni Pfister , Tracy Schaelen, Gail Stockin
REVIEW	DE Handbook for needed updates

Agenda Items

TOPIC	PRESENTER	ITEM TYPE	TIME ALLOTTED
1. Call to Order	Schaelen	Action	
Meeting called to order @ 11:03 AM.			
2. Approval of Agenda and Minutes	Schaelen	Action	2 min.
Approval of Agenda and prior meeting Minutes.			
3. Meeting Schedule for Spring 2018	All	Action	10 min.
<ul style="list-style-type: none"> • Plan to meet twice a month for Spring 2018 <ul style="list-style-type: none"> ○ Suggest starting in February and making meeting 1 hour in length. ○ Meetings on 2nd and 4th Fridays ○ Prioritize tasks to be accomplished for 2018 cycle of DE Task Force Meetings • Plan to transition from DE Task Force to DE Standing Committee under Academic Senate <ul style="list-style-type: none"> ○ Now that the moratorium has been lifted, our task force (formed by Curriculum) should move toward becoming a standing committee, likely a sub-committee of Academic Senate • Standing Items to Discuss for 2018 Meeting Cycle <ul style="list-style-type: none"> ○ Update from EIT and Textbook Committee for continuity and to avoid duplication. ○ Software Updates <ul style="list-style-type: none"> ▪ Clarification on whether or not request for Camtasia and SnagIt need to be included in APR's and PR's or will they become regular budget items. 			

4. Statewide updates	Schaelen	Discussion	10 min.
<ul style="list-style-type: none"> • Flow Proposal for Online College <ul style="list-style-type: none"> ○ Fully online college or project: 3 options presented ○ Skills-based for workers left behind ○ Consortium College Framework is an option ○ Career Technical Instruction • @ONE Digital Learning Day <ul style="list-style-type: none"> ○ One-day conference sponsored by @ONE–February 22, 2017 ○ Possible components <ul style="list-style-type: none"> ▪ Keynote ▪ Twitter conversation ▪ Archived sessions ○ @ONE has move to Foothill College. New offerings: <ul style="list-style-type: none"> ▪ Reflective blog-writing group: 6-9 week event ▪ Canvas training archives on new website 			
5. Canvas Implementation & Bb Conclusion Updates/Plans	Schaelen/ McClellan	Discussion	30 min.
<ul style="list-style-type: none"> • Full implementation of Canvas starting in January 2018 intersession • Suggest faculty use District-issued Google Drive to migrate and archive Blackboard courses. • Accessibility <ul style="list-style-type: none"> ○ February 20, 2018: Gaeir Dietrich to present to Senate on 508 <ul style="list-style-type: none"> ▪ CCC Accessibility Center also provides info ○ OER content guidelines <ul style="list-style-type: none"> ▪ Like textbooks and eBooks, has to be accessible. (In general, OER is created to accessible.) ▪ Is typically linked and embedded into Canvas ▪ Whenever LTI app is required, Canvas App Review Process applies. OpenStax does not require LTI integration. 			
6. DE Handbook: updates for Spring 2018 edition; edition schedule going forward	All	Discussion/ Action	20 min.
<p>Updating/Revising DE Handbook: After discussion, the committee decided to keep the semester revision cycle for Spring 2018 but consider yearly revision cycle for next academic year.</p> <ul style="list-style-type: none"> • Present DE Handbook for review to Senate and other committees when major changes are proposed. • Suggest working with EIT committee to delineate district-responsible language for revisions. 			
7. DE Plan Goal 1.2: Quest Options & Planning	All	Discussion	30 min.

Quest test implementation – Online Readiness Assessment

- Implementation varies at colleges
 - Required of students to take it
 - Self-paced
 - Course by course integration
 - Module and or assignment approach
- Need for Data
 - Use homegrown assessment tool

SWC implementation ideas

- Registering for online course could trigger option to self-enroll
- Have first time online students have the **option** to take online assessment
- Extra credit for completion
- Step 1 – Design Parameters
 - Pilot
 - Follow-Up Survey
 - Annual Online Data Survey
 - Provide requested data elements
 - How many first time online students do we have
 - What percentage of online courses are offered?
 - Definition standardization
 - Request data to prioritize the objectives in 1.3 in DE Plan.
- DE Task Force requests input on the Drop Survey in WebAdvisor: questions asked of students when they drop in WebAdvisor.

Next Meeting: Feb. 9, 2018