



DE Task Force Committee Agenda

FEB. 9, 2018

11:00 AM-12:00 PM

L347B

FACILITATOR	Tracy Schaelen
MEMBERS	April Brenner , Luke Cuddy, Patricia Flores-Charter , Tom Luibel, Mia McClellan , Somer Meade, EJ Park, Tracy Schaelen,
REVIEW	DE Handbook for needed updates

Agenda Items

TOPIC	PRESENTER	ITEM TYPE	TIME ALLOTTED
1. Call to Order	Schaelen	Action	
Meeting called to order @ 11:00AM.			
2. Approval of Agenda and Minutes	Schaelen	Action	2 min.
Agenda and Minutes approved 11:07AM.			
3. Meeting Schedule for Spring 2018	All	Action	5 min.
<ul style="list-style-type: none"> • Voted to continue with bi-monthly hourly meetings: 2nd and 4th Fridays at 11 am. 			
4. DE Updates	All	Discussion	15 min.
<ul style="list-style-type: none"> • Publisher reviews have been completed, consult with Khoa as needed. • FERPA review is on hold until replacement for Priya is hired; legal counsel worked with her on a draft laying out FERPA requirements. Institutions need to have right to view student data and information, including after term. FERPA to be added on at a later date. <ul style="list-style-type: none"> ○ One-Day Chancellor's Office Conference presentation by Privacy Technical Assistance Center (federal agency) offered CCC FERPA recommendations regarding publishers acting as "school officials," including that this needs to be specified in the annual notification sent to students. Contracts with publishers are safest way to go. Use of anonymous data has to be explicitly defined by third party using individual and aggregate student data. ○ Action recommended at the district level. 			

<ul style="list-style-type: none"> ○ https://studentprivacy.ed.gov/ ○ PPT slides will be sent to this committee with minutes. ● Tracy presented draft of Creating Accessible Content [SWC Canvas Self-Paced Tutorials] <ul style="list-style-type: none"> ○ Contents of Modules ○ Potential use for MyLearningPlan ○ Committee recommended exploring the development of a Hurdle Path using “Apply and Try” activities to be reviewed for Accessibility by Khoa or other. It is the recommendation of the DE Task Force to have the hurdle pathway. ● ISS and DE Services location: proposed move to library. DE Task Force recommends the move 			
5. OEI & @ONE updates	Schaelen	Discussion	10 min.
<ul style="list-style-type: none"> ● Digital Learning Day – Online Conference [February 22, 2018] <ul style="list-style-type: none"> ○ Morning Sessions and Afternoon Sessions ○ Padlets on DE@SWC website to share resources ○ FlipGrid: giveaway of one-year subscription with video contest ● FLOW: Fully Online College <ul style="list-style-type: none"> ○ Option selected calls for new college, to be run by Chancellor’s Office ○ For stranded workers- just in time training ○ Still in initial planning phase ● OEI <ul style="list-style-type: none"> ○ New cohort for the consortium – focus on student support and equity ○ Online Proctoring Network available outside of consortium. 			
6. DE Handbook: any changes for Spring 2018? None submitted.	All	Discussion/ Action	5 min.
<ul style="list-style-type: none"> ● Revision Cycle: every year, next one in Fall 2018 ● Decided to create a Spring update if/as new procedures arise. <ul style="list-style-type: none"> ○ Online Document [Google Drive] <ul style="list-style-type: none"> ▪ Specifying Version ▪ Revision Table at bottom of document with revision history ▪ Latest Revised document at the top of listing. 			
7. Committee Goals for Spring 2018	All	Discussion	20 min.
<ul style="list-style-type: none"> ● Priority 1 - How to implement Quest <ul style="list-style-type: none"> ○ Tenancy and Archiving of Student Assessment Results <ul style="list-style-type: none"> ▪ Instructor notification of Student Assessment Results ○ Review CCCCO Conference archive on this topic to see how other colleges are using Quest. 			

Next Meeting: Feb. 23, 2018