Distance Education Advisory Committee, Agenda

DATE	TIME	LOCATION
4-22-'24	2:30 – 4:00 PM	Zoom

Co-Chairs '23-'24 Jason Sheley, Alex Miranda	
Guest(s) N/A son Sheley, Alex Miranda	
Read/Prepare	

Agenda Items

DISCUSSION ITEMS	PRESENTER/LEAD	TIME (Est.)	Notes
ONGOING BUSINESS/TOPIC			
Welcome	Jason S., Alex M.	5	
Review of Minutes, 4-8-'24	All	5	
Canvas Training	Jason S., Alex M.	10	Any further words for Jason S.'s presentation to the FS?
NEW BUSINESS/TOPIC			
Pilots – updates (Copyleaks, Tidyup)	Sheryl Hathaway (Online Inst.)	15	Where we are
Summer and Fall '24 trainings	Alex M.	10	Levels I and II Last Summer and Fall '24
Level II training for the future	Jason S.	30	
Other	All	15	

Notes

Distance Education Advisory Committee
Minutes, 4-8-'24

1. **Welcome – Jason S, Alex M.**

Jason and Alex welcome the DEAC members to the meeting.

2. Minutes, 3-11-'24 - approved without changes

The minutes of the meeting, 3-11-'24 were approved without changes.

3. Canvas Levels I and II Trainings – Jason Sheley

Julie N. (Online Instruction) mentioned that Level I is active and available, as the customary asynchronous experience. Jason S. began the discussion by asking, rhetorically, what to do about Level II? Jason S. noted that there are options. For example, one training option is to offer synchronous workshops through the CIL. The idea is that faculty members could volunteer to prepare and present training focused on themes – e.g., REC/RSI, ADA compliance. If such training modality is adopted the Faculty Training Coordinator may no longer be needed. However, there are other models of training.

Another viable Level II option is what Coastline Community College (Coastline) is creating. If/when Coastline has Level II training, the DEAC, or a group of faculty members, may check it and recommend the next steps for GWC faculty.

Ashley B. asked about the content of level II training. Alex M. commented that Reza M. had created a syllabus for Level II. Alex M. will share the syllabus Level II with the DEAC. Alex M. mentioned, furthermore, that the creation of Level II modules is imperative given the time available and the importance of such trainings for GWC. Selected DEAC members mentioned what they may be able to train on. For example, Alana K. mentioned that she could train of the use of library resources, Ashley B. noted that she could train on the use of pre-recorded lectures.

4. Accreditation – Kay Nguyen, Acting VPI

Kay N. discussed the survey related to evaluation and mentioned that there are two imperatives to attend to: a. assessment of the effectiveness, b. all developments influencing online instruction. About "a" – effectiveness may be determined via the minutes from the meetings (Alana K.), the trainings (levels I and II, Rupa), work on the Handbook (Ashley B.), faculty evaluations at all levels (Alex M.), Canvas Success Center updates (Alana K.). Jason S. proposed that the DEAC may consider what comes beyond the Level I and II trainings, as to establish a culture of continues improvement for online instruction.

About "b" – Kay N. shared the data dashboard. Jason S. noted that assessment of effectiveness could be argued for with data from the Program Review process, and Flex Day activities.

5. Meeting adjourned at 3:52 PM. Next meeting 4-22-'24, 2:30-4:00 PM.