

## Distance Education Advisory Committee, Agenda

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
10-14-'24	2:30 – 4:00 PM	Zoom

<b>Co-Chair '24-'25</b> Alex Miranda
<b>Guest(s)</b> Jason Siferky, Alex Miranda
<b>Recorder</b> Jason Ward, Alex Miranda
<b>Read/Prepare</b> N/A

### Agenda Items

DISCUSSION ITEMS	PRESENTER/LEAD	TIME (Est.)	Notes
<b>ONGOING BUSINESS/TOPIC</b>			
Welcome	Alex Miranda	5	
Review – Minutes 9-23-'24	All	15	
Reports	Sheryl Hathaway – Canvas Alex Miranda – Trainings All – Other	10	
<b>NEW BUSINESS/TOPIC</b>			
Goals and Objectives for the year, selection and form	All	30	
Spring Trainings	All	30	

**Notes**

## DEAC Meeting Minutes 9/23/2024

Meeting called to order at 2:34pm

Sherly Hathaway calls for editing faculty Trainor name to Reza on last meetings minutes

Juli Nguyen announcements:

- If zeros appear in grade columns, there is a video on the Dashboard for a quick fix
- Students cannot post in Canvas discussion after due date (see instructions for getting around it)

Sherly Hathaway

- CCCD Canvas workgroup- showcased 10 tools (UDoit and copyleaks are new, Design Tools plus was renewed)
- Lightning Talks Panel on Canvas Tools @ FRI Oct 4 @1:00p-3:30p. Register: <https://forms.gle/gbapN6QbDDA5bJax9>

Alana Krause

- Would like to attend lightning talks to discuss Perusal and library got some new resources (JStore)

Jason Sheley

- 50 random asynchronous courses will be chosen in Spring 2025 and evaluated in Fall 2025
- 5 Trainings on RSI not including what will be discussed with the CIL
- Brainstorming with DEAC:
  - Responding to emails with announcements
  - Cut and paste templates
  - Detailed/Specific rubrics to individual assignments
  - Hosting live zoom sessions and posting the recording
  - Replying to individual posts on the discussion board
  - Voice thread
  - Canvas Studio (discussions/quizzes can be integrated)
  - Office hours
  - Discussion board highlight announcements
  - Leaving annotated feedback on papers
  - Auto graded quizzes + discussions

Katie Bruns

- Creating office hours equitable- should we be hearing back sooner?- Priority to adjuncts teaching online to ensure meeting RSI requirements?

Creating Goals for DEAC

- Getting DEAC together to make suggestions for improving Canvas? Survey for all faculty?
- Revise and finish the DE handbook

- Support the first round of CIL Trainings
- Alex sending the Canvas syllabus to allow folks to volunteer to conduct spring trainings
- Canvas Level 1 Feedback
- Creating a bank with suggestions that other instructors are using for Canvas
- Becoming a POCR campus?

Meeting called to a close at 4:00pm