Cañada College DEAC Monthly Meeting Minutes
Date: October 5, 2017 | Time: 2:30PM-3:30PM

Attendees: Allison Hughes (Instructional Technologist), Lezlee Ware (Co-Chair), Janet Stringer (DE Dean), Sandra Mendez, Ana Malidinova (Athletics Representative), David Reed (Co-Chair), Ray Lapuz, David Eck, David Leitner, Monica Malamud, Candice Nance, Margaret Kaluzny and Cecilia Chang (student)
Handouts: Make and Take, We're Learning Too, Chat & Chew
Next Meeting: Thursday, November 2nd (2:30P-3:30P) in CIETL

UPDATE TOPICS	PROGRESS	DETAILS/MINUTES
QOLT Certificate Presentations		• Congratulations to Monica Malamud
QOLT		• Next session will begin October 2017
Canvas	100% on Canvas	
DE Collaboration & Office Hours		
DE Handbook		• Will be treated as a "live" document.
DE Budget		• Will present the budget at next meeting. What about the technology • committee? What about the CIETL Budget? Will present CIETL Budget at next meeting and will be discussing at Flex Day on Wednesday.
ACTION ITEM TOPICS	**PROGRESS**	**DETAILS/MINUTES**
2016-2017 Progress Report		• It will be sent to the committee for review and approval at • next meeting.
2017-2017 Strategic Plan		• It will be sent to the committee for review and approval at next meeting.
DISCUSSION ITEM TOPICS	**PROGRESS**	**DETAILS/MINUTES**
LTI review		• Discussed at District DEAC, so therefore have a new committee to review and define the policy and process. David Leigtnor has volunteered to be on the committeeJ
Vericite Trial – David Eck		• If you click on a source, it will say "oops, this source has changed or no longer exists . . ." • Cluncky interface

		• Color coding does not mean anything. Must click on each source to see what it is really trying to tell you. What is being highlighted is not necessarily the issue. • Colors are degrees of confidence for the source. • Not user friendly. • When you click on the source, as a whole, it would take about a minute+ to load. • Many really like turnitin.com (although it was down periodically during the summer). • Canvas is not compatible with turnitin.com • DE Center create standardized screenshots regarding submitting to turnitin through Canvas.
Proctorio Trial – Ray Lapuz		• There is an app integrated with Canvas. Then install into courses. • Works with quizzes in Canvas only, not through other LTIs (publishers). • Pencil/paper exams do not work well with Proctorio. • Use to use ProctorU (which had an actual person watching the student take the exam). Proctorio creates a video for viewing. • Set settings: webcam, screen, not allowed to copy and paste, no dual monitor and etc. Can also check their id with their face. • Provided an option, if students do not want to be videoed then they • can take the exam in the LC with IDs checked. • Can view the proctoriol gradebook, with the list sorted by suspicion level (based on time to take test, eyes on screen, disappear from screen). • Tracks their location. • Blurry id check. • If taking in LC, then can restrict it to that particular IP Address.
FOR NEXT TIME TOPICS	**PROGRESS**	**DETAILS/MINUTES**

2017-2018 Meetings – 2:30P-3:30P in CIETL (9-154)	November 2nd December 7th	• Finalize & Adopt:
		  o Cañada DE Strategic Plan 2017-2019
		  o 2016-2017 Progress Report
		• Faculty Online Assignment Checklist
		• Laptop Technology for Faculty
		• Technology Support Help Desk
		• Faculty & Student DE/Canvas Surveys