

## Cañada College DEAC Monthly Meeting Minutes

**Date:** March 2, 2017 | **Time:** 2:30PM-3:45PM

**Attendees:** Allison Hughes, Lezlee Ware (HSS Division Representative), Janet Stringer (S&T Division Representative, David Eck, Julian Taylor (Learning Center Representative), Sandra Mendez (Counseling Representative), Doug Hirzel, Erin Moore, Ana Miladinova (ALL Division Representative), Chialin Hsieh, Kim Lopez, Jamillah Moore, Elizabeth Terzakis, David Johnson **Absent:** BDW Division Representative

**Handouts:** DE Drill & Accessibility Habit

**Next Meeting:** Thursday, April 20<sup>th</sup> (2:30P-4:00P) Building 5, Room 108

UPDATE TOPICS	PROGRESS	DETAILS/MINUTES
1. Canvas Transition a. Spring 2017: Percentages & Status b. Summer Forecast: Numbers & Support c. Student Support: Tutor Training & CBOT IA IIs		<ul style="list-style-type: none"> <li>WebAccess will be permanently unavailable after June 6<sup>th</sup>.</li> <li>Allison and Lezlee will be available during the summer to assist with the transition from WebAccess to Canvas as well as trainings and support.</li> <li>Student support is being increased: LC tutors were trained in January and currently training 2 instructional aides from the Business/Workforce Division.</li> </ul>
2. Assessment with Canvas Overview a. What you can do now? How to pull data? b. What you will be able to do in the future – outcomes		<ul style="list-style-type: none"> <li>Canvas and Assessment integration coming with improvements including an OEI Quest for Success (live assessing tool).</li> <li>Need to capture the difference between SLOs outcomes between ftf and de (especially for accreditation).</li> </ul>
3. ELITE Program & CIETL Revitalization	See attached slides for details	<ul style="list-style-type: none"> <li>Questions: Erin: What do you mean by CIETL and how would it work with professional development and professional learning plan? Doug: Perhaps CIETL is a smaller component of our “new” Professional Development idea?</li> <li>Professional Learning Plan draft will be available in April (Erin)</li> <li>Add to Program Review a question regarding DE, FTF and SLO rates.</li> </ul>
4. DE Addendums & DE Handbook	-Handbook in draft form	<ul style="list-style-type: none"> <li>Plan to review the DE Addendum and answers, especially as it relates to OEI and regular effective contact.</li> <li>We will begin evaluating the current de handbook.</li> </ul>
ACTION ITEM TOPICS	PROGRESS	DETAILS/MINUTES
1. “DE Drill”: WebAccess Backups & Canvas Imports	Completed live.	<ul style="list-style-type: none"> <li>There is a video link on the Canvas website to assist with this drill.</li> </ul>
2. “Accessibility Habit”: Heading Styles	Completed live.	<ul style="list-style-type: none"> <li>There are handouts and video link to assist with this habit.</li> </ul>
DISCUSSION ITEM TOPICS	PROGRESS	DETAILS/MINUTES
1. Adding DEAC to Division Meeting Standing Reports	Monthly	<ul style="list-style-type: none"> <li>Please do so as the Division Representatives in order to keep the entire campus connected to DE and technology.</li> </ul>
2. Changing DEAC Meeting Day: Give us more time to get minutes out before Division Meetings	1 <sup>st</sup> Thursday of the month or the 3 <sup>rd</sup> Thursday of the month.	<ul style="list-style-type: none"> <li>We will leave the monthly meeting dates as is (first Thursday of each month) unless that day conflicts with a holiday and if so, it will be rescheduled to the third Thursday of the month. Due to Spring Break, our next meeting is Thursday, April 20<sup>th</sup>.</li> </ul>
3. If there is time: Canvas Studio Updates		
FOR NEXT TIME TOPICS	PROGRESS	DETAILS/MINUTES
1. District DEAC / Regular Effective Contact Update	March 29 <sup>th</sup> (2P-4P) District Office	
2. DEAC By-Laws		
3. Quest for Success		
4. Process for New Tech/Tools Adoptions		