

# Distance Education Advisory Committee Meeting

## 7 Apr 2016

Member Attendance: Sarah Harmon, Ana Miladinova; Erin Moore; Leonor Cabrera

Guest Attendance: Diva Ward

### Agenda:

#### ***Approval of minutes from 4 February***

Tabled until next meeting—lack of quorum

#### ***DE Faculty Handbook—review draft***

The group went over comments with the DE Faculty Handbook. Overall, the committee members were happy with the changes and updates. Issues that still need to be resolved include:

- Setting a policy for dropping of students for non-participation. Erin and Sarah will look at other examples, and send out to the committee some options.
- Support from Learning Center and STEM Center: Diva will work on this and work with Cathy Lipe.
- In the “Other Best Practices” section, separate out management from methodology comments.

Sarah will send out to the committee a revised version of the handbook the changes discussed in the meeting on Monday, 11 April. All committee members will make further revisions until 22 April, and send Sarah any comments/changes/etc. Areas in particular that need focus include:

- Glossary—any terms that are commonly used, or used in the handbook, that aren't listed but should be;
- Other Best Practices—the list there is a start, but more are needed.

Also, the sample welcome letter and syllabus in the Appendix need to be updated. Sarah suggested that either faculty could offer up what they do, or the group could create a 'template'.

#### ***Canvas update***

Sarah and Erin updated the Committee on the latest news on Canvas. All Summer and Fall 2016 courses have been imported to Canvas, but are all to remain inactive—except for those who are slated to teach on Canvas for those sessions. There are still a number of bugs that are being worked on by ITS and Instructure—including quizzes, apps, and image/file transfer. Sarah is also being switched over to Canvas, and already has her Summer 2016 (CSM) course moved over; the bugs and issues that she is finding are helping to drive both debugging efforts and trainings.

Faculty who are to be moved to Canvas: Summer 2016 will be Bridget James (SCI/TECH), Lezlee Ware (H&SS), and Jessica Kaven (H&SS). Fall 2016 faculty are still to be determined.

Once faculty are switched to using Canvas, they will no longer be using Moodle/WebAccess for any courses—be they DE courses or not. The Canvas Migration Team (Erin, Janet, and Sarah) are looking for volunteers, but they are also being careful to balance out possible shells with appropriate faculty. Reminder: Cañada only has 60 shells total to move over to Canvas for Fall 2016, and only 100 shells total for Spring 2017. Fall 2016 users (including Sarah, Bridget, Lezlee, and Jessica) will need to fit in that set of 60 shells for the term. The Canvas Migration Team will talk to interested faculty shortly, so that they can set up trainings.

Trainings will start at the end of April/beginning of May for all faculty who are slated to use Canvas in Summer and Fall 2016. For those who will be moved over in Spring 2017, trainings for them will be during the Fall semester. There will also be open-for-all trainings on general topics on instructional design and overall help with Canvas.

More information on training schedules, self-paced trainings, and other topics will come out via email and on the Canvas page (<http://www.candacollege.edu/canvas>).

### ***Other items***

- In looking at the DE Faculty Handbook, it was noted that, if there are by-laws for this committee, they aren't on the DEAC Website. Also on the DEAC Website, the mission/goals are from 2013-2014. In the DE Faculty Handbook, they list a version that is slightly different. Sarah noted that if there were documents that the previous instructional designer had, they were not passed on to her—so there may have been by-laws set earlier, but Sarah doesn't have a copy of them.
- Related to the previous topic, there was discussion about the membership of the Committee—whether it is good as-is, or if we wish to change the membership. In particular, there was discussion on whether the Learning Center should be represented; it was felt that it would be good to have someone from that area on the Committee, due to their role in training students on the technology and in proctoring exams.