

Cañada College DEAC Monthly Meeting Minutes

Date: May 4, 2017 | **Time:** 2:30PM-3:30PM

Minutes: Approved

Attendees: Allison Hughes, Lezlee Ware, Janet Stringer, Sandra Mendez, Erin Moore, Sarita Santos, Julian Taylor and Ana Malidinova

Handouts: DE Drill & Accessibility Habit

Next Meeting: Thursday, October 5th (2:30P-3:30P) CIETL

UPDATE TOPICS	PROGRESS	DETAILS/MINUTES
1. Quest for Success		<ul style="list-style-type: none"> Allison attended Student Services Planning Council to present this information and they were excited about it and did not have anything to add at this time.
2. Vericite Testing Plan		<ul style="list-style-type: none"> Skyline already signed up for the trial, so Allison will contact Vericite about a Cañada trial.
3. Accreditation Related to DE		<ul style="list-style-type: none"> In discussion with Chialin regarding this item and much of the information will come for this meeting regarding accreditation. CIETL release time approved for this year (3 units).
ACTION ITEM TOPICS	PROGRESS	DETAILS/MINUTES
1. "DE Drill": Crocodoc		<ul style="list-style-type: none"> See handout – comments and feedback on an uploaded file through Canvas.
2. "Accessibility Habit": Ordered & Unordered Lists		<ul style="list-style-type: none"> See handout – the computer will announce "ordered or unordered". It would be great to see how the software translates our information. Allison will follow-up with software to demonstrate what our students hear in regards to our class sites. Janet – Chris Wiedman is the Disability Specialist that the District has hired. Currently, IT has monopolized his time to work on financial aid documents instead of his intended position to assist each campus with their accessibility needs. He reports to IT instead of a broader reporting area within the District. What should we do – ask him to assist us, ask for another person to help the campuses, have him train someone for our campus? How should we deal with us. Allison – at Skyline they had a instructional aide trained in this area with Equity money. Lezlee (supported by Erin) will follow-up regarding his job description.
DISCUSSION ITEM TOPICS	PROGRESS	DETAILS/MINUTES
1. DE Planning & Review Cycle		<p>Prior Janet was doing a strategic plan with updates and program review – we propose doing a strategic plan with progress reports and then the resource requests from program review will be folded into the ELITE Program Review.</p> <p>All thought this new idea is a good one!</p>
2. Cañada DE Strategic Plan, 16-17 progress report, bylaws – feedback on	Fall 2017 final progress report for 16-17	<p>What should we put in our strategic plan for next 2 years based on our progress report? We reviewed the draft as a group:</p> <p>Goal 1: Haven't we broadened and expanded our course offerings?(Ana) All 3 goals should broadly stay (Janet). Perhaps</p>

drafts		<p>connect with student needs (Ana). We haven't done a student survey for a while because we were in transition with personnel (Janet). Should mention we have been doing stuff (Ana).</p> <p>1.2 could expand (Janet). Data has been added: enrollment, success rate & retention (Allison). Allison attended the Human Services Meeting to let them they could offer hybrid courses and they seemed open as opposed to all online due to lack of human interaction. Let's add number of faculty that teach online and courses online because we have the highest percentage of online in the District 20%+ (Janet). And, Sarita will begin teaching her ECE classes on line this Fall. Hybrid mostly CWA, Physiology due to lab online and Puente (Janet & Sandra). Retention in the actual course? (Erin) Yes, course retention (Allison).</p> <p>Ideas for next 2 years regarding growth of DE offerings? (Janet) Expand in student support services and faculty training online (Allison). Full degrees online increase (Ana). Many of our online students take a de class in lieu of a ftf class (Julian). Promote online course or programs (Erin). There is a stigma around online education, so some may devalue it even though it can be very rewarding depending on learning styles and etc. There is a general thought process that our communities do not think online is as value – so maybe change our marketing approach (Julian). Depending on their online experience they may not have had a very positive experience, so therefore need to standardize our courses (Sarita). In counseling there are not enough courses offered online and many students during Fall & Spring are pulled more toward in-person, but summer class fill online immediately (Sandra). We are not meeting student need for online classes, especially in the summer (Janet & Erin). Fall 20% and summer 50% online (Janet). We want all of our courses to be great with well-trained faculty (Janet).</p> <p>Goal 2: 2 & 3 have to happen. Not sure if we can get more to go to the de Online Conference besides Lezlee (Janet). Sarita would like to go to the Online ConferenceJ Lezlee will follow- up with Sarita regarding possibly going this summer to the Online Conference. We should develop a District-wide training standard so that faculty can teach at all 3 campuses without confusion. Sarita with Ricardo developed an 8 unit certificate for teaching online, there is a PIF for it through Skyline. Lezlee and Allison will follow-up with Sarita regarding this online certificate (CATL).</p> <p>Goal 3: 3.1 must do for accreditation and the information is in the data packet (Janet). Update Proctorio (Janet). Anniqua would like to meet regarding Julian's plan for online tutoring in connection with CSM's plan. Planning to meet in very near future in order to get traction (Julian).</p>
3. Cañada STOT & Course Review Process – feedback on drafts		We have 10 volunteers to be part of our version of STOT as a pilot to get feedback. In Fall, we will run it again. We will have additiona mini-trainings.
FOR NEXT TIME TOPICS	PROGRESS	DETAILS/MINUTES
1. 2017-2018 Meetings – 2:30P- 3:30P in CIETL (9-154)	September 7th October 5th November 2nd December 7th	<p>Finalize & Adopt:</p> <ol style="list-style-type: none"> 1. Cañada DE Strategic Plan 2017-2019 2. 2016-2017 Progress Report 3. DEAC By-Laws 4. Cañada STOT & Course Review Process