



**CUESTA  
COLLEGE**  
**ONLINE EDUCATION COMMITTEE**  
**AGENDA**

**February 1, 2019**  
**10:00 – 11:30 Rm. SLO 3409 (NCC 3213)**

**Committee Description:**

The Online Education (formerly DE) Committee promotes the quality, growth and sustainability of online learning and instructional technologies at Cuesta College. This Committee develops and recommends standards and policies in the following areas:

- Technology training and support for online learning and course development to enhance student success
- Course delivery and evaluation methods
- Faculty qualifications for assignment, and evaluation standards
- Compliance with current state and federal regulations

**Committee members:**

**Cynthia Wilshusen**, Instr Designer  
**Vacant**, Student Services  
**Matthew Vasquez**, Faculty  
**Matt Fleming**, Faculty  
**Kevin Bontenbal**, Faculty  
**Carina Love**, Faculty

**Heather Tucker**, Faculty  
**Carrie Buhl** (Tech Trainer)  
**Shannon Sutherland** (Tech Support)  
**Alysha Nye** (CCCUE)  
**Lindsay Bachman**, ASCC representative  
**Kari Hall**, CCFT Rep

**Keith Stearns**, Executive Director Information Technology  
**Lana Rauch**, Electronic Communications Designer / Coordinator  
**Ryan Carnal**, Dean Institutional Research, Library, Learning Resources and Instructional Technology  
**Deb Wulff**, Vice President, Academic Affairs  
**Monica Fiscalini**, Recorder

<i>Status</i>	<b>Committee Initiatives 2018-19</b>
<input checked="" type="checkbox"/> <i>In Progress</i> <input type="checkbox"/> <i>Completed</i>	1. <i>Develop, promote and evaluate faculty training, resources and accessibility for distance education courses and make recommendations for ongoing training, improvement and currency. [Institutional Goal 2.1, 2.2, 4.1; ACCJC 2A]</i>
<input type="checkbox"/> <i>In Progress</i> <input type="checkbox"/> <i>Completed</i>	2. <i>Review the Faculty Evaluation for Distance Education student evaluation process and collaborate with CCFT to increase effectiveness and student participation in the evaluation process. [Institutional Goal 1.2, 2.1, 2.2; ACCJC 2A]</i>
<input checked="" type="checkbox"/> <i>In Progress</i> <input type="checkbox"/> <i>Completed</i>	3. <i>Review the student survey for online readiness in distance education and work with student services to revise and make available to students. [Institutional Goal 1.2, 2.1, 2.2; ACCJC 2B, 2C]</i>
<input type="checkbox"/> <i>In Progress</i> <input type="checkbox"/> <i>Completed</i>	4. <i>Evaluate and make recommendations regarding options for expanding proctoring services. [Institutional Goal 1.2, 2.1, 2.2; ACCJC 2B, 2C]</i>
<input checked="" type="checkbox"/> <i>In Progress</i>	5. <i>Recruit faculty to participate in OEI Course Design and Review for the OEI Consortium.</i>

\*Discussion on any agenda item may lead to Action

<input type="checkbox"/> Completed	
<input type="checkbox"/> In Progress	6. Verify and document how Cuesta College is addressing Accreditation Standards and Policies related to Distance Education.
<input checked="" type="checkbox"/> Completed	

## AGENDA

**SharePoint:** [https://cuestacollege.sharepoint.com/Committees/distance\\_education/default.aspx](https://cuestacollege.sharepoint.com/Committees/distance_education/default.aspx)

AGENDA ITEMS - DOCUMENTS	WHO	TIME	INTENT	NOTES
1. Approval of agenda	All	2 min	A	
2. Approval of minutes	All	2 min.	A	<ul style="list-style-type: none"> <li>November 16, 2018</li> </ul>
3. Meeting Dates	All	2 Min	A	<ul style="list-style-type: none"> <li>Feb 1, March 15, April 19, May 17</li> </ul>
4. Promotion of Resources	Lana	2 Min	I	<ul style="list-style-type: none"> <li>Launched</li> </ul>
5. Local POCR Team	Cynthia	20 Min	I, D, A	<ul style="list-style-type: none"> <li>Identify OE Committee members for selection committee</li> <li>Set Demonstration Dates</li> </ul>
6. Update AP4105	Cynthia	10 Min	I	<ul style="list-style-type: none"> <li>ASC provided no feedback at the December meeting; we can submit again for 2<sup>nd</sup> read and approval if no objection or changes.</li> </ul>
7. DE Handbook (revisited)	Ryan / Cynthia	20 Min	I, D	<ul style="list-style-type: none"> <li>Looking to add best practices for teaching online and using Canvas into a document or vamping up the Canvas site (or new site).</li> <li>Points of interest: Start and end date of courses policies, incomplete contracts, welcome letter process (template??), start of the semester checklist, Best Practices, accessibility, regular effective contact, qualifications, etc.</li> <li>Other Items to include?</li> <li>Examples: <a href="#">American River College</a>, <a href="#">College of the Redwoods</a>, <a href="#">Foothill</a> (Canvas site), <a href="#">Pierce College</a>,</li> </ul>
8. Task Forces Reports	Cynthia	Time Permitting	I	<ul style="list-style-type: none"> <li>Spring Social (plan and promote)</li> <li>OER (identifying resources, development on campus)</li> <li>Online Attendance Policy (necessary? identify possible sample language, best practices) Matt F, Gabe and Kevin showed interest.</li> <li>Accessibility (incentives for faculty, determine DSPS role, best practices, review process)</li> </ul>
Other/Future Agenda Items				<ul style="list-style-type: none"> <li>Customize Quest for Success</li> <li>Evaluation Process Updates</li> <li>Instructional Technology Space / ATTIC</li> <li>Technology Surveys</li> <li>Name Change Online vs DE</li> </ul>

Next Meeting: March 15, 2019, 10:00 – 11:30 in 3409, NC3213

\*A Action Item    D Discussion    P Planning    I Information

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