



ONLINE EDUCATION COMMITTEE

Minutes

April 19, 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
~~**Michelle Gordon-Johnson**~~, Faculty

~~**Heather Tucker**~~, Faculty
Carrie Buhl (Tech Trainer)
Shannon Sutherland (Learning Management System Specialist)
Alysha Nye (CCCUE)
Lindsey Bachman, ASCC representative
Kari Hall, CCFT Rep

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

<i>Status</i>	Committee Initiatives 2018-19
<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 checked="" 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 type="checkbox"/> <i>In Progress</i> <input checked="" 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 checked="" 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 type="checkbox"/> <i>In Progress</i> <input checked="" type="checkbox"/> <i>Completed</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"/> In Progress <input checked="" type="checkbox"/> Completed	6. Verify and document how Cuesta College is addressing Accreditation Standards and Policies related to Distance Education.
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SharePoint: https://cuestacollege.sharepoint.com/Committees/distance_education/default.aspx	
AGENDA ITEMS - DOCUMENTS	NOTES
1. Approval of agenda	
2. Approval of minutes	March 15, 2019 No Quorum need to approve at next meeting
3. Spring Social	<ul style="list-style-type: none"> • Suggestions from last social was do at NC • Consider joining with NC Social (May 8 or 22) • Provide food, and location • Flyer will be emailed to faculty and staff to attend the next social on May 22 at San Antonio Winery in Paso Robles.
4. OEI CTE Pathways Grant	<ul style="list-style-type: none"> • Overview of grant opportunity – Will be using grant to develop 150 +/- new online courses and fully online certificates. Templates will be developed for cohesive course design and faculty will be contracted as content experts and to teach the courses. The grant will work closely with marketing to help promote the new online programs which will also add exposure to existing online programs. Student services will be involved to improve upon the online services and ensure students have access to support for all areas including technology as well as health and well-being. • Cuesta Proposal accepted and working on grant application Due May 1st and will be reviewed by college council and ASC. • Other CTE courses to consider – encourage faculty in your areas to share other CTE programs to be included. • https://cvc.edu/pathwaysgrant/
5. Technology Demo	<ul style="list-style-type: none"> • New idea to include demo / sharing of technology tools each month to share exciting tools available or consideration. Viewing tools that are technology based or we are considering is a great, concerns about taking time away from business items to see faculty sharing. We would want to make sure that we ensure the committee puts focus on the tasks. <p>Jeff Daniels provided a demo of Panopto Tool for video editing. Looking for faculty to try out and compare with TechSmith. The tool was very powerful and had a lot of great features. A task force should be developed to look at his tool as well as others that have been requested by faculty such as Arc by Instrucutre.</p> <ul style="list-style-type: none"> • https://www.panopto.com/ • https://www.arcmedia.com/
6. Welcome Letter Process	<ul style="list-style-type: none"> • New Site is working great. Faculty have uploaded their own letters and then manually link to the welcome letter webpage. The use of eportfolio is still available, not sure what will happen once Portfolium is integrated with Canvas, so we informed faculty that ePortfolio might go away in Spring 2020. If not, the ePortfolio is the best

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	<p>option as it allows students to view the information as a web page without having to download a file and open in Adobe or Word.</p> <ul style="list-style-type: none"> • Welcome letter template – Revisit the welcome letter template in Fall discuss if we should make it required.
Other/Future Agenda Items	<ul style="list-style-type: none"> • DE Handbook • Accessibly Plan • Evaluation Process Updates • Instructional Technology Space / ATTIC • Technology Surveys • Name Change Online vs DE

Next Meeting May 17, 2019 10:00 – 11:30 in 3409, NC3213

***A Action Item D Discussion P Planning I Information**

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