# DE Advisory Group Summary

Time: 10am to 11am, February 28th, 2024

**Present:** Jaki King, Marvin Gabut, Jackie Margo, Maggie Manzano, George Sweeney, Heather Arazi, Michelle Kimmel, Donna Khalid, TJ Naman, and Merari Weber

**Welcome and Introductions**

Big welcome to Jackie Margo our new OER/ZTC Faculty Coordinator

**Faculty Canvas Training –** [self-enroll link](https://rsccd.instructure.com/enroll/Y4RGBG)

We discussed the following timeline:

* Pause/Stop Enrolling faculty into the old faculty training immediately.
* Reviews by faculty to be completed by March 13th
* Launch new faculty training immediately after Spring break 2024.

Complete the following by Spring Break:

* Create an audit of all locations where old training is linked to or mentioned. Prepare to update all right before Spring Break.
* Create a FAQ regarding new faculty training
* Plan for some PD sessions for credit and non-credit faculty

We discussed the potential for creating the faculty Canvas training course as a non-credit course. We decided that at this time the amount of planning involved (and the many unknowns) is too much and will not be a top priority this semester.

Jaki will send an email with Course Module Reviews assignments and the shared feedback document we can use to get information to Maggie to correct.

Merari also mentioned that there are recent changes/updates to Canvas that must be addressed in the training too. For example: Announcements and Discussions.

**Canvas Impact Planning**

* Jaki shared that there is a district wide planning meeting regarding Canvas Impact messaging taking place on Feb 29, 2024, 11:00 AM Pacific Time if anyone would like to join. Maggie and Jackie asked to have the meeting invite forwarded to them.
* Suggestions for Impact messaging and planning involved ensuring that we are creating consistent guidelines (when do we use pop ups, when are walkthrough’s appropriate, etc.) Marvin also suggested thinking about it like “branching” just as “if this, then that” to think about these guidelines.

**Meeting Adjourned at 10:50am**

**Next DE Advisory Meeting at 10am on March 13th, we will have Krystle Taylor, Interim Associate Dean of DSPS as a guest.**