

## Distance Education Advisory Group Meeting Agenda/Summary

### December 02, 2020 Topics

- CIC Review of Handbook
  - Reviewed areas of CIC Handbook related to DE
  - Discussed alignment with SCC. Vote in Feb, forward to CIC
- Regular Effective CCC
  - Updated Regular Effective Contact Document
  - Discuss with SCC prior to bringing to Academic Senate
- Proctorio
  - Proctorio, vendor supplied, trainings continue to be included in DE bi-weekly notices
  - In addition SAC workshops/trainings were added 11/30/21 and 12/03/21 to assure finals week training is available.
- Flexweek
  - Suggestions for flexweek PD
    - Proctorio assessment Alternatives
    - Discussion board topics
    - Captioning
  - Co-presenter volunteers?
- Video updates
  - Rev – trying to license
  - 3C Media – EMS will submit videos and assist faculty
  - Otter.ai – currently 4 licenses, will be increasing to 10 for faculty checkout
  
- OEI Quality Reviewed Courses
  - PSYC 100 – Rick Castillo
  - KNAC 123 – Geoff Jones
  - BUS 105/ BUS 101 – Rick Manzano
  - STDY 109 – Jodi Coffman
  - PSYC 100 – Rebecca Ortiz
  - CDEV 205 – Michelle Kimmel
  - NUTR 115- Sarah Mathot
  - THEA 100 – Chris Cannon
  - ASL 110 – Elizabeth Smith
  - MUS 103 – Michael Briones
  - ENGL 101 – Gary Bennett
  - PARA 121 – Rick Manzano
  - CDEV 107 – Michelle Kimmel
  - LIBI 100 – Jaki King
  - BIOL 109 – Kimo Morris
  - KNHE 101 – Dave Breig
  - LIBI 100 – Annie Knight
  - LIBR 053 – Stacy Russo

### Upcoming Discussions

- Review of Student and Faculty Spring Survey – will send out for review
- DE Addendum – Input for updates – checking on next Meta Update period.
  - Clarity for Instructional Methods
  - Course Type Checkboxes
- Will be revising DE Faculty Handbook and DE Plan