Members Present: Jan Muto, Patty Worsham, Sandra Popiden, Miguel Castro, Laura Adams, Ladylyn Dominguez, Walter Stevens

1. Agenda approved

2. Minutes approved

3. Committee chair update

4. **Online Education Initiative**(O.E.I)

    A) OEI Rubric
        a. This is accessible on ccconlineed.org. There's a checklist that helps determine what needs to be revised in order to be compliant with the OEI rubric.
        b. Recommending the OEI rubric, because it's being adopted across the state, makes it a statewide community college standard.
            i. The DE committee endorses the adoption of the OEI for DE courses with the stipulation that access to practical training and learning resources be provided on ground/ on site/ and virtually. **(m/s/p Popiden/Stevens)**
    B) Online Teaching Conference
        a. June 19th online teaching conference in Anaheim. Jan spoke with Jason about funding five faculty to attend. Jan suggested that whoever attends be willing to share their notes in a breakout session at Fall Flex Day. This would be an opportunity for the DE committee to insert this knowledge onto the faculty.
    C) RCCD Taskforce
        a. In the fall, faculty who are piloting Canvas can teach their classes online in Canvas which means students would have to access Bb and Canvas. Canvas, at this point, has not been the approved district LMS. Rolando has the approval to open ten or less spots or so for faculty who want to pilot Canvas this summer.

b. Jan will notify faculty of this opportunity. Canvas is in the governor's budget 2018-2019 as a temporary line item. It is not expected to be permanently funded. This means we would have to budget it ourselves.

c. Laura thinks we need access to course designers. This will be hard for those faculty who have consistently taught the same course for several

d. years. Analogous to cleaning out your garage, cleaning out y our existing course, cataloging it, revising it, and revamping the site to become compliant with this rubric.

e. It's a tremendous amount of work/time.
   i. Canvas Training done online (4 hours)
   ii. Initial assessment to apply the rubric (1 hour)
   iii. Modifying existing course with OEI rubric and doing so in Canvas(20 hours + ????)

D) Canvas Pilot

a. Laura Adams updated us. Asked to create a course that meets the OEI rubric and Laura did not know that this was a requirement of this pilot program. Laura has robust online courses but based on the OEI rubric she learned that she has to redesign her course as it does not meet the rubric. Laura and Walter think a full semester (or summer) should have been given in order to complete this course.

b. Designers are not available onsite at Norco College. Moreover, their open hours are inaccessible to our faculty.

c. Creating the course in Canvas have been some facility and some designer issues.

d. Advantages of Canvas is that it's a cleaner interface. It's simpler.

e. This pilot project has introduced Laura to new tools and open source materials.

f. Jan would like to see some true professional development in order to be successful with this transition.

g. Consideration should be given to separating out the OEI and Canvas. These are two separate projects.

h. Walter brought up an important point that nowhere has there been any discussion on input from students. This will impact students yet, shouldn't they be included in this transition?

E) Meeting Locations

a. Consider having meetings in the Operations Center so that people can "zoom in" virtually via video conference.

b. Revisit meeting times at our next meeting

c. Talk about leadership positions so that we're developing a pipeline of leadership. This can new faculty an opportunity to participate in a leadership position.

F) Next meeting April 6.

5. Adjoined at 1:54PM